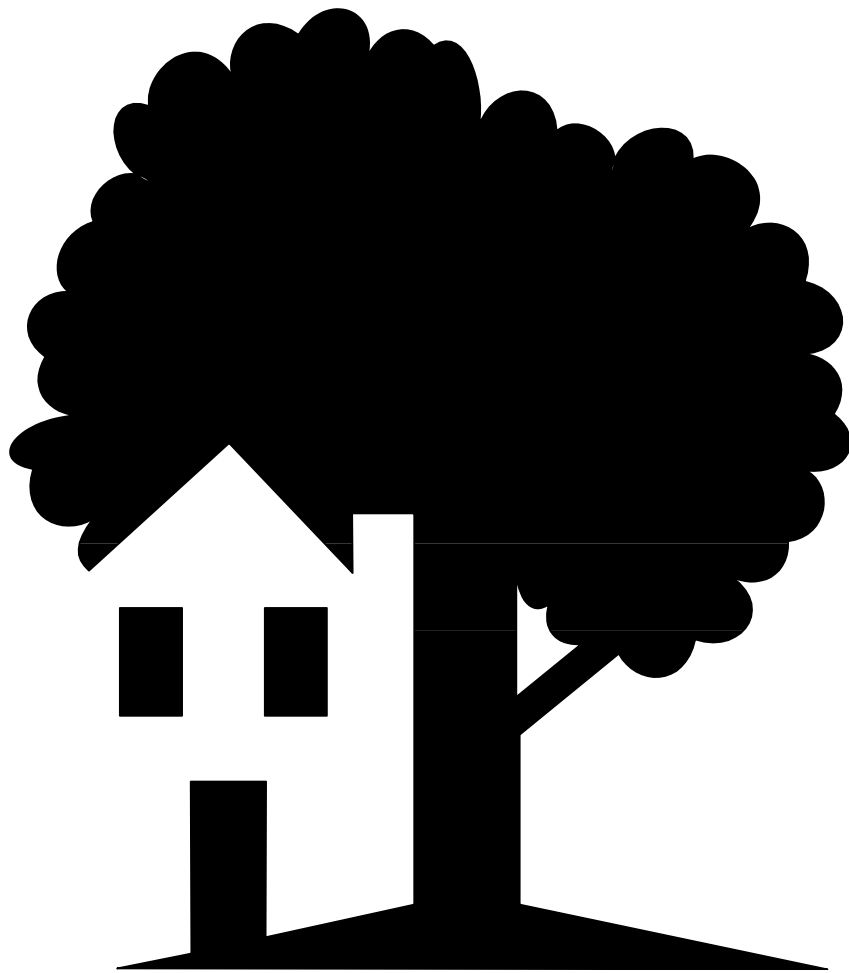




COAST GUARD HOUSING MANUAL



**COMDTINST M11101.13D
JULY 2000**



COMDTINST M11101.13D

COMMANDANT INSTRUCTION M11101.13D

Subj: COAST GUARD HOUSING MANUAL

1. PURPOSE. This Manual describes policy and procedures for administration of the Coast Guard Housing Program. The contents apply to all Area Housing Authorities (AHA), Local Housing Authorities (LHA), Housing Representatives, and Unaccompanied Personnel Housing (UPH) Managers.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure the Coast Guard Housing Program is managed in accordance with policies and procedures contained in this Manual.
3. DIRECTIVES AFFECTED. Coast Guard Housing Manual, COMDTINST M11101.13C is cancelled.
4. DISCUSSION. No paper distribution will be made of this Manual. Official distribution will be via the Coast Guard Directives System CD-ROM. An electronic version will also be made available via the Commandant (G-W) website <http://www.uscg.mil/hq/g-w/g-wp/g-wpm/WPM-4.htm>. Editorial changes or organizational renamings are not marked. The significant changes are:
 - a. 1.C. updates housing allowance section.

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- b. 2.A. through 2.B. incorporates Determination 21 realignment roles and responsibilities.
- c. FIGURE 2-1 shows post-streamlining Housing Program organization and 2.B.3.d. establishes Integrated Support Commands as Area Housing Authorities.
- d. 3.C.7 mandates use of established Rent-Set-Aside Programs and 7.D.2.f. prohibits leased housing in areas with established Rent-Set-Aside Programs.
- e. 3.D.4. and Enclosure (7) updates HUD discrimination information.
- f. 3.E.2. and Enclosure (8) updates Homeowners Assistance Program (HAP) information.
- g. 4.C.6.b. updates housing support and divestiture information.
- h. 4.E. discusses FY-96 Housing Authorities.
- i. TABLE 4-1 updated to show both family and unaccompanied berthing needs for all cutter classes.
- j. 5.A. mandates use of HMIS database.
- k. 5.C.6. clarifies housing occupancy and maintenance records information.
- l. 5.E. updates housing funding and accounting information.
- m. 5.E.4.f. strengthens utilities conservation information.
- n. 5.E.6. and Enclosure (16) updated to reflect new housing fire inspection procedures.
- o. 5.E.7. incorporates ALDIST 219/98 carbon monoxide detector policy.
- p. 5.G. and Enclosure (2) establishes Housing Interservice Support Agreement policy and guidance.
- q. 6.C. establishes Commandant (G-WPM-4) as the approving authority when designating and redesignating housing units.
- r. 6.D.1.a.(6) includes Work-Life office input when assigning housing to members enrolled in the Coast Guard Special Needs Program.
- s. 6.D.2.c.(4) clarifies UPH berthing policy for separated members.
- t. 6.D.5.d. identifies Area Housing Authorities (AHA) to determine monthly rent charges for civilians occupying housing. This article also requires AHA approval for Government contracts guaranteeing housing to civilian employees.
- u. 6.D.8.a.(3) establishes six months as the predicted waiting list time limit before authorizing leased housing.
- v. 6.E.1. requires statement acknowledging receipt of Tenant Occupancy Instructions from all housing tenants. 6.G. updated and ALDIST 227/96 policy of holding members responsible for

necessary cleaning upon occupancy termination was incorporated. Enclosure (3) provides detailed housing damage procedures.

- w. TABLE 6-3 updated to curb cost and size of 5-bedroom leased units.
- x. Various Chapter 7 articles were updated to reflect current leased housing policies published in ALDIST 025/98 and ALCOAST 076/98, and Leased Housing Procedural Guide, COMDTPUB P11101.14, procedures.
- y. 7.B.2. establishes leased housing eligibility for unaccompanied members assigned ashore and afloat.
- z. 7.B.5. provides leased housing policy for members assigned overseas.
- aa. Various Chapter 8 articles and TABLEs were updated to reflect current policy of providing Government furnishings in UPH facilities only.
- bb. 8.B.8. updated to require approved fireplaces and wood-burning stoves to be annually inspected.
- cc. 8.C.3. updated to reflect current minimum acceptable standards for housing equipment.
- dd. 8.D.5. updated to require LHAs and UPH managers to annually inventory general purpose property valued at \$2,500 or more.
- ee. 8.F.3. clarifies funding for movement of household goods when the Government directs the move and DLA entitlement policy.
- ff. 8.H.2. provides funding policy for telephone and cable TV disconnect and reconnect fees.
- gg. Various Chapter 9 articles updated to reflect BAH entitlement changes for E-6 members assigned afloat and ashore (ALDIST 166/96), and for E-5 members assigned afloat (ALDIST 271/96).
- hh. 9.A.2.s. and y. clarifies definition of separated members and voluntary geographic bachelors.
- ii. 9.A.2.u. clarifies definition of transient quarters.
- jj. 9.A.3. provides UPH funding information and guidance.
- kk. 9.A.4. and 9.D.5. clarifies permanent party UPH construction policy.
- ll. 9.B.2. clarifies UPH diversion guidance.
- mm. 9.B.4. mandates full use of HMIS database to manage and track UPH program activities.

- nn. 9.C.2. and TABLE 9-1 provides berthing policy for unaccompanied members assigned afloat.
 - oo. 9.C.3. updates and clarifies UPH assignment priorities.
 - pp. 9.C.8.e. clarifies UPH berthing policy for voluntary geographic bachelors.
 - qq. TABLE 9-2 combines old TABLEs 9-1 and 9-2 to standardize UPH adequacy standards, regardless of when constructed.
 - rr. Other enclosures not mentioned were either updated or eliminated.
 - ss. Appendix A - Acronym/Abbreviations added.
 - tt. Appendix B - Glossary added.
5. FORMS/REPORTS. See enclosure (1).

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CHAPTER 1. INTRODUCTION

A. General.

1. Purpose. This Manual provides instructions and information on managing family and unaccompanied personnel housing facilities and programs under the U.S. Coast Guard's jurisdiction.
2. Background. Today, Armed Forces personnel are accustomed to living conditions considerably better than past service personnel. In addition, the Uniformed Services are more sensitive to married and unaccompanied members' needs. The nature of military service causes periodic changes in duty stations, often prevents home purchase, and reduces the advantages of normal community life. Dissatisfaction with living conditions heavily influences most reenlistment decisions. When inadequate housing influences the loss of trained personnel, the resulting reduction in operational effectiveness and the costs associated with recruiting and retention are severe. The Coast Guard must promote living conditions that will encourage members to continue their Coast Guard career. Members should be able to reside with their dependents in adequate housing whenever assigned to non-isolated, accessible duty stations.
3. Program Policy.
 - a. The main objective of the Coast Guard housing program is to adequately house all Coast Guard members and their dependents within a reasonable commuting time of their duty stations.
 - b. The Coast Guard acquires and maintains adequate, suitable housing because the dwellings and environments in which its members reside greatly affect their welfare, morale, performance, and career interests. The Coast Guard believes proper acquisition programming; fair, uniformly applied assignment procedures; and maximum use of all housing assets are as important to executing the Coast Guard's missions, purposes, and programs as improving and upgrading working conditions, training, and equipment.
 - c. Within practical limitations housing and related facilities provided through Coast Guard efforts should be equivalent to the types, sizes, and quality of housing available to people employed in typical civilian communities. Housing space, livability, design, and quality standards are intended to reflect differences in occupants' pay status, responsibilities, and different family sizes and composition.
 - d. Homeporting impacts must be considered. Any coast Guard plan, plan change, or planned action which results in the establishment or transfer of an operating unit or which generates a new or changed homeport must include timely consideration of housing and other family support needs. Sufficient time should be allowed in fixing commissioning dates to accommodate housing acquisition if required. Plans should also address Administrative and O&M resource support. Commandant (G-WPM) should be advised at the earliest date for optimal coordination of planning efforts.
 - e. Maintaining and Supporting Special Command, Flag, and Command Quarters, COMDTINST 11103.1A, contains program policy on such.

4. Access to Housing.

- a. The Coast Guard recognizes no group or individuals inherent right to Government housing. The Coast Guard is concerned solely with its own members and their dependents' housing matters without accepting any implied responsibility for other persons who might be housed.
- b. The Coast Guard firmly adheres to the policy of equal treatment for all members and families without regard to sex, race, color, religion, age, handicap, or national origin. Restrictive limitations considered for private housing because of operational conditions shall be the same for unaccompanied and accompanied members.

5. Economy. It is Coast Guard policy in providing and administering housing to:

- a. Spend the least government funds consistent with lifecycle costs.
- c. Assume minimum obligations and liabilities.
- c. Maximize the possibility of recovering investment.

B. The Housing Program.

- 1. Basis. Congress authorizes government-owned housing acquisition in annual budget appropriations. The Coast Guard bases its housing program on this statutory authority:
 - a. Title 14 of the United States Code, Part 475 (14 USC 475): to lease suitable quarters in the United States and overseas for military members.
 - b. 10 USC 2571, as amended: Authority to transfer real property from the Department of Defense to the Coast Guard on a non-compensatory basis.
 - c. 40 USC 483: Authority to transfer real property from agencies pursuant to General Services Administration regulations.
- 2. Policy. Wherever possible, the Service prefers to distribute its controlled housing units throughout the community rather than establish Coast Guard enclaves. The current Coast Guard program provides a balanced solution to Coast Guard members' and dependents' housing needs consistent with housing acquisition priorities in Section 4.A.1.
- 3. Program Administration. The Coast Guard has established a complete service-wide organization overseen by Commandant (G-WPM-4) to administer its housing programs. Area Housing Authorities coordinate all program aspects and respond to all personnel's housing needs.
- 4. Housing Facilities' Adequacy. The following standards of adequacy constitute satisfactory housing. See Sections 6.B.2. and 9.A.2.a. for specific guidance.
 - a. Size. The number of bedrooms and net floor area per dwelling considering the children's number, age, and sex and the member's pay grade.

- b. Commuting Distance. OMB Circular No. A-11 prescribes a reasonable commuting distance as a distance requiring travel time of not more than two hours per round trip by automobile or public transportation.
 - c. Quality. Housing units must have private baths and kitchens, be well constructed and in good repair, and be functionally adequate, e.g., kitchens and bedrooms accessible without passing through other bedrooms. Units must provide electricity, heating, sanitary facilities, sewage disposal, and a continuous safe drinking water supply. Units should be free of all known safety hazards.
 - d. Environment. Units must be located in residential neighborhoods as free as possible of offensive industrial noises and fumes and other objectionable features such as criminal activity, vandalism, and unsafe conditions. Community facilities such as fire and police protection, stores, and educational and religious institutions also should be nearby.
 - e. Affordability. The cost of shelter, including rent or mortgage payments, and all utilities except telephone and cable, considering income based on regular military compensation and housing allowances.
5. Planning Trends.
- a. Family Housing. To adequately house most Coast Guard Families in the community is the Coast Guard Long-range Housing Program goal. With recent improvements to the Basic Allowance for Housing (BAH), the Program anticipates even more Coast Guard members and their families will be able to obtain adequate community-based housing. This will relieve the Coast Guard of the burden of operating and maintaining a large owned housing inventory or providing other government-controlled housing alternatives. Changing economic conditions dictate the continual reevaluation of the Service housing plans.
 - b. Unaccompanied Personnel Housing (UPH). Every area of housing support addresses UPH needs. Refer to Chapter 9 for specific guidance. General guidance for planning and programming of UPH is identical to guidance for family housing.
6. Program Plans. For Coast Guard short, mid, and long-range planning, community-based housing is the Coast Guard's primary method to adequately house accompanied and unaccompanied Coast Guard members and their families. Consider acquiring leased or owned housing only if local communities can not provide adequate housing within a member's total housing allowance.
7. Housing Management Leadership. Housing facilities constitute significant portions of Coast Guard real property. How well these facilities and programs are managed has an immediate, major influence on Coast Guard members' and their families' morale, health, efficiency, and career incentives. Therefore, it is important for housing program managers at all levels to exhibit imaginative, motivating leadership. Apart from maintaining the physical property, the challenge in administering a military housing complex is to develop all families' interest and participation in promoting orderliness, economy, and a high standard of property care. This can be a meaningful source of pride to members and make government-owned communities more pleasant.

8. Suggestions. Submit suggestions to improve or increase housing facilities' and programs' effectiveness to Commandant (G-WPM-4) via appropriate channels.
9. Housing Organizational Glossary. Use the glossary below in all related correspondence and instructions.
 - a. Area Housing Authority (AHA). Integrated Support Command (ISC) and Headquarters unit commanding officers responsible for administering their command housing program. Where ISC and Headquarters units are collocated, Commandant (G-WP) may designate one command as Area Housing Authority to provide and coordinate housing support for all area personnel regardless of parent unit.
 - b. Area Housing Officer (AHO). The person on an ISC or Headquarters unit staff assigned to perform housing administration duties outlined in Chapter 3. Responsibilities include providing guidance to and assisting housing officers within their area of jurisdiction.
 - c. Local Housing Authority (LHA). The field unit commander who manages the local housing program. In accordance with Chapter 2, the Area Housing Authority designates the LHA and determines their jurisdictional area.
 - d. Local Housing Officer (LHO). A person who administers the command's housing program. Among other duties, the LHO provides housing referral services and supervises Coast Guard-owned and -leased housing in the unit's inventory.
 - e. Housing Representative (HR). A command's authorized military or civilian position to support housing activities. District staffs, maintenance and logistics commands, major Headquarters units, and large field installations generally will establish such billets or positions in the administration division. The Housing Representative coordinates the Housing Program in their assigned area of responsibility under the direction of the commanding officer of the unit to which assigned.
10. Replacement Housing Policy. The Secretary of Transportation observes the policy that DOT's Federal construction projects will not displace any person until adequate replacement housing has been provided. These three specific points are required to accomplish this policy:
 - a. Specific written assurances that adequate replacement housing will be available or provided (built if necessary) will be required before the initial approval or endorsement of any project;
 - b. Construction will be authorized only upon verification that replacement housing is in place and has been made available to all affected persons; and
 - c. All replacement housing must be fair housing, open to all persons regardless of race, color, religion, sex, or national origin.

C. Basic Allowance for Housing, Total Housing Allowance and Military Housing Areas.

1. General. By law, a military member's Total Housing Allowance (THA) consists of Basic Allowance for Housing (BAH) and an expense intended to equal 20 percent of the National Median Housing Cost (NMHC). NMHC is the median of all rental housing cost data collected nation-wide by DoD for each pay grade. Separate NMHCs are determined for each pay grade at with-dependents and without-dependents rates.
 - a. Basic Allowance for Housing. The Department of Defense (DoD) has statutory authority to set Basic Allowance for Housing (BAH) rates for the Uniformed Services. The DoD Compensation Directorate performs this function; the Per Diem, Travel, and Transportation and Allowance Committee (PDTATAC) in consultation with representatives from all Uniformed Services provides policy guidance. The BAH Program is a fully market-based housing allowance delivery system whose rates are set annually by law in conjunction with military basic pay increases. The BAH rate schedule reflects independent, market-based housing costs for comparable rental housing.
 - b. Military Housing Area (MHA). The basic geographical areas considered for BAH program purposes are MHAs. A private contractor obtains rental housing market price data used to establish local rates by pay grade. MHAs encompass an area within 20 miles or one hour's drive; whichever is greater, of a member's permanent duty station. County Cost Groups (CCG) are locations pooled together with other similar areas that do not have a military population or a small population.
 - c. BAH and MHA Appeal Procedures. The U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapter 3, contains Coast Guard BAH policy. Address appeals to established BAH rates or MHA designation areas to Commandant (G-WPM-2).

CHAPTER 2 ORGANIZATION AND STAFFING

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CHAPTER 2. ORGANIZATION AND STAFFING

A. Headquarters Level.

1. Introduction. This Chapter provides general information on the organization, responsibilities, and staffing for administering the Coast Guard Housing Program. Headquarters and Maintenance and Logistics Commands (MLCs) divide organization and program responsibilities. Guidance is also furnished regarding staffing and management levels, and standards for housing facilities.
2. Policy. Operate every housing facility owned or controlled by the Coast Guard under the direction of an Area or Local Housing Authority.
3. Commandant (G-C). The Commandant is responsible for the operation of the Coast Guard Housing Program.
4. Director, Personnel Management Directorate. Commandant (G-WP) is responsible for the development and administration of the Coast Guard Housing Program. Commandant (G-WPM) is the housing policy manager, responsible for developing housing policy and for administering program management functions such as leased, owned and ISSA housing. See Chapter 3. Specific areas of responsibility include:
 - a. Developing policy and procedure to provide guidance, direction, and coordination within the Coast Guard for leasing, acquisition, management, assignment, utilization, operation, routine maintenance, and disposition of family and unaccompanied personnel housing and associated real and personal property; coordinating with the MLCs in developing such policy and procedures;
 - b. Contacting agencies, including the Department of Housing and Urban Development (HUD) with respect to FHA programs; the Army Corps of Engineers for the Homeowners Assistance Program authorities, and private interests regarding housing and its management;
 - c. Reviewing and approving housing requirements and requests for housing acquisition submitted by other program or support directors and by field commands. Establishing need and priority for development of housing projects. Establishing housing divestiture or other disposal priority for Commandant (G-S) housing disposal actions. Evaluating the ability of the civilian community to provide adequate housing;
 - d. Sponsoring all Coast Guard legislation and budget requests for housing operating expenses;
 - e. Establishing policy for the assignment and use of housing facilities available to the Coast Guard;
 - f. Providing guidance, support, and compliance requirements to MLCs and Area Housing Authorities to ensure an effective, comprehensive housing referral program;
 - g. Establishing and maintaining a long-range housing program, including the types of housing

resources in Section 4.A.1;

- h. Establishing policy on government furnishings and equipment for quarters owned by the Coast Guard. Policy on procurement of furnishings and equipment for Special Command, Flag, and Command Quarters is found in Maintaining and Supporting Command, Flag and Special Command Quarters, COMDTINST 11103.1A;
 - i. Allocating leases and ISSAs between MLCs and among Area Housing Authorities and establishing average cost limitations and administrative cost ceilings;
 - j. Providing instruction and training to MLCs and Area Housing Authorities, and assisting in training Local Housing Authorities in the administration of the Coast Guard Housing Program;
 - k. Reviewing and overseeing housing management databases; ensuring consistency in Housing Program execution between the two MLCs, working through MLC (p); and
 - l. Overseeing and serving as Team Leader in partnership with Commandant (G-SE) to manage the planning and implementation of Coast Guard Housing Authority development projects executed in accordance with 14 U.S.C. 680-689. Prioritizing potential Housing Authority projects for Commandant (G-SE) and the MLCs.
5. Program Directors. HQ Directors of CG Programs advise Commandant (G-WP) of housing requirements including those needs based solely on operational necessity and housing associated with Shore Facilities Plan implementation.
6. Housing Management Council (HMC). The Housing Management Council established in 1993, is a forum to discuss and resolve multi-jurisdictional Housing Program issues. Commandant (G-WP) and commandant (G-S) are original members; Commandant (G-WK) became a member in 1996. Commandant (G-WP) chairs semi-annual HMC meetings, which focus on major policy issues, the status of program processes and intended program direction. HMC minutes are forwarded to Commandant (G-CCS). Quarterly and monthly meetings are held on an as-needed basis at the Office Chief level to discuss and resolve current housing issues.
7. Director, Engineering Directorate. Commandant (G-SE) is the housing infrastructure manager, responsible for the acquisition, disposal/divestiture and major maintenance of Coast Guard housing. Commandant (G-SEC) shall prescribe design, construction, and major maintenance standards for Coast Guard housing. Refer to the Civil Engineering Manual, COMDTINST M11000.11 (series). Major maintenance is defined as the preservation and repair required to maintain housing facilities in such condition that they may be fully utilized for their intended purpose. Specific areas of engineering responsibility include:
- a. Establishing policy to guide delivery of housing acquisition, Housing Authority development project actions, disposal/divestiture and major maintenance. Establishing design, maintenance, and construction standards for housing construction using standards of DoD, Office of Management and Budget, and Department of Housing and Urban Development, as appropriate;

- b. Reviewing, evaluating, and recommending Commandant action for planning documents such as Master Plans, Planning Proposals, and Project Proposal Reports;
 - c. Reviewing, evaluating, and endorsing (AC&I) Design Development Submittals and (OE) Project Development Submittals of projects to determine whether they conform with the approved Project Proposal Reports scope, cost, funding (AC&I or OE), and relevant requirements described in the Civil Engineering Manual, COMDTINST M11000.11 (series).
 - d. Preparing cost estimates for budget and/or RCP purposes for proposed housing projects. Reviewing and revising cost estimates for Project Proposal Reports to conform with revised and recommended project requirements. Distributing AFC-43 funds to MLCs to execute depot level maintenance and repair of CG-owned housing;
 - e. Reviewing Site Evaluation Reports, Housing Authority development projects, acquisition or lease easements, property/bounds descriptions, utilities, access, site-development problems, etc., and to ensure compliance with requirements described in the Real Property Management, COMDTINST M11011.9 (series);
 - f. Reviewing and monitoring the progress of real property acquisitions relative to the purchase and construction of housing projects to ensure that they conform with the Real Property Management, COMDTINST M11011.9 (series);
 - g. Liaison with other agencies, authorities, and private interests concerning design, construction, and maintenance of housing; and
 - h. Establishing and maintaining accountability records for real and personal property supporting the administration and operation of housing and housing leases; and
 - i. Reviewing housing environmental remediation and abatement actions and energy conservation activities managed by the MLCs with appropriate input from MLC (k).
8. Finance Center (FINCEN). The Finance Center has responsibility for establishing and maintaining accounts for collection of cost data covering family housing operations and preparing reports covering rent collection, utility and management expense, and other management information summarized from cost account data.

B. Field Unit Level.

1. Introduction. Field level management of the Housing Program was realigned effective FY00 from the Districts and most Headquarters Units to the Maintenance and Logistics Commands. The purpose was to establish efficient, uniformly successful field housing management and maintenance based on the capabilities of the MLCs and their support network, including the ISCs. In addition to considering proper housing alignment, realignment sought improved housing services delivery, consolidation of smaller AHAs where possible, better distribution of housing maintenance funds and development of new business tools to facilitate better service delivery. ISC housing management, based on previous Area Housing Authority (AHA) designation, was validated and retained as the linchpin of the new field organization. The most

critical changes acknowledged the benefits of not realigning local housing staff while greatly enhancing housing maintenance by allocating specific maintenance managers for improved oversight and by redirecting housing O&M funds through the MLCs.

- a. Maintenance and Logistics Commands (MLCs) (p). MLCs are responsible for managing housing resources in the field. The MLC's housing responsibilities shall include:
 - (1) Managing field housing programs, staff, budgets, costs and planning for Coast Guard owned or lease controlled housing and housing ISSAs; ensuring compliance with Housing Program policy and directives; ensuring field compliance with Housing Program policy and directives; ensuring uniform housing management and maintenance; recommending housing relevelling actions to Commandant (G-WP);
 - (2) Perform waiver authority for damage claims;
 - (3) Coordinating and reviewing housing AFC -30 and 43 budgets; developing and overseeing execution of spend plans for housing O&M (AFC-30, 30E and 43); leased housing and housing ISSAs;
 - (4) Coordinating housing management training; providing guidance to Area Housing Officers;
 - (5) Managing the housing AC&I program; executing Housing Authority development projects;
 - (6) Developing and implementing procedures to deliver housing acquisition, major maintenance and repair and disposal/divestiture; coordinating and executing AFC-43 housing maintenance and repair;
 - (7) Overseeing field management of leased housing; managing oversight and execution of housing ISSAs per guidance of the Real Property Management, COMDTINST M11011.9 (series).
 - (8) Informing ISCs, as necessary, of forthcoming homeportings, unit changes and other initiatives impacting housing; and
 - (9) Insure LHOs take appropriate action regarding environment risk assessments, including disclosure notification for affected housing units. Submission of SSMRs as necessary and validation of Housing condition Notification (HCN) and Priority of Projects (POP) boards reports.
- b. Integrated Support Commands (ISCs). ISCs function as the Area Housing Authority. ISCs shall supervise the Housing Program, including assignment and use of housing units. Supervision also extends to recommendations for leasing or housing acquisition within the ISC area of responsibility whenever it is deemed appropriate through study and survey results, personnel hardship, and by inspections of available community housing assets. ISCs coordinate efforts of LHAs to use DOD housing when it is available through Memoranda of Understanding (MOU) and Inter-Service Support Agreements (ISSA). As

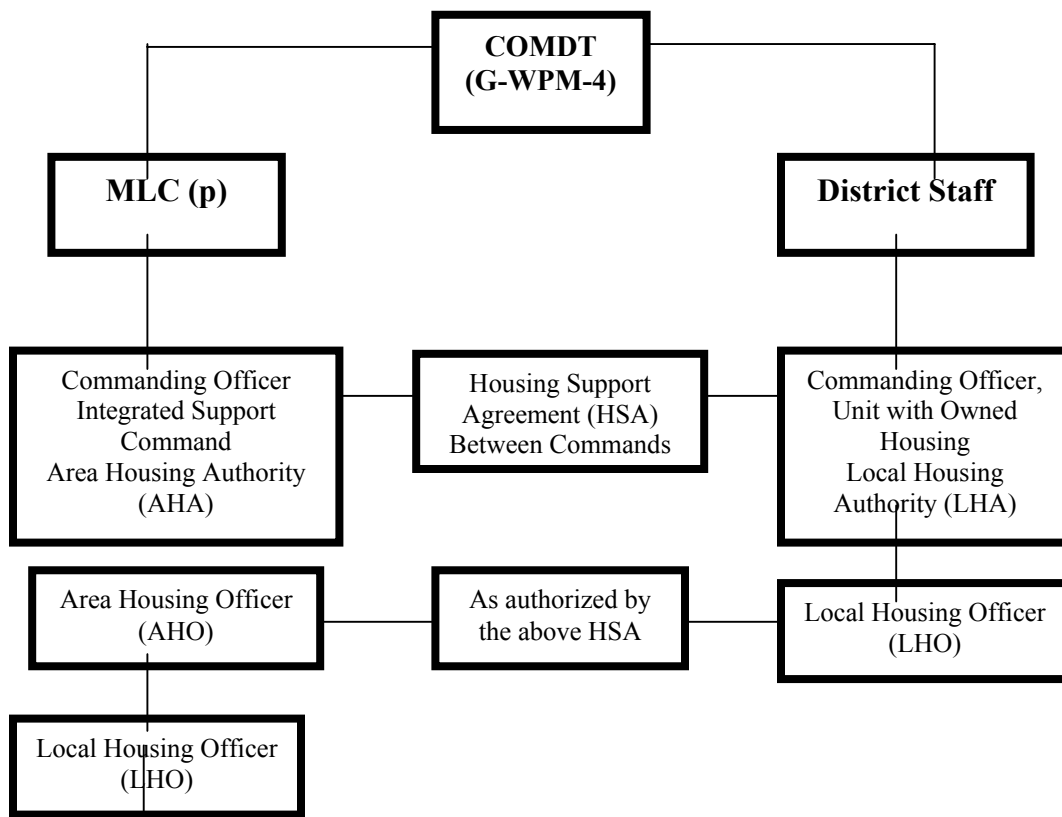
support managers for housing, the ISCs provide budget planning for utilities, routine maintenance of grounds and structures, etc., when funded from AFC-30. Other Housing Program management responsibilities shall include:

- (1) Reporting cost overruns immediately to MLC (p) together with an outline of action being taken or planned to return the program to the authorized level;
 - (2) Coordinating the relocation program;
 - (3) Administering housing support contracts;
 - (4) Submitting housing reports to MLC (p) in accordance with this Manual;
 - (5) Entering and maintaining HMIS inventory and occupancy data for owned, leased, ISSA and UPH housing.
 - (6) Establishing lease allocations, average cost limitations, and administrative cost ceilings for each leasing location at whatever level is necessary without exceeding the mandatory limitations specified by Commandant (G-WPM-4);
 - (7) Preparing and submitting to Commandant (G-WPM-4) via MLC (p) requests for adjustments to lease allocations and/or average cost limitations; and for exemptions to any leased housing program policy;
 - (8) Requesting individual exemptions to leased housing policy from MLC (p). Forward a copy of the exemption to Commandant (G-WPM-4);
 - (9) Providing instruction and training to Local Area Housing Authorities, with MLC assistance, in the administration of the Coast Guard Housing Program;
 - (10) Planning, executing, and maintaining a viable housing referral program;
 - (11) Identifying, justifying, and sponsoring all personnel required for the administration, operation, and management of housing programs and projects;
 - (12) Preparing and submitting Site Evaluation Reports; and.
 - (13) Establishing and maintaining Housing Support Agreements with Local Housing Authorities.
- c. Other Major Commands (Area, Headquarters and/or District Units). District commanders and commanders, Training Centers Cape May and Petaluma, are responsible for managing and maintaining such housing resources as may be located within their AORs, with funding and overall management guidance from the MLCs and ISCs. Area Housing Authority designation remains with Training Centers Cape May and Petaluma. Inform ISCs of all actual or prospective homeportings, unit changes, and other initiatives impacting on housing. The use of Housing Support Agreements (HSAs) to define and justify the delivery of housing services in a businesslike way is required for all parties.

Contact your MLC to obtain a model HSA.

- d. District Commanders (o) and (m). District Commander (o) and (m) identify operationally required housing and pertinent operational attributes, such as response time(s), response access routes, watchstander, and other staffing requirements.
 - e. Facilities Design and Construction Centers (FD&CCs) / Civil Engineering Units (CEUs). FD&CCs and CEUs under MLC (s), shall provide for design, construction and maintenance of housing. The CEUs are tasked with contracting, negotiation, and contract administration services in support of such activities as construction, maintenance, or direct purchase of housing.
 - f. MLC Commander (f) or (s). MLC (f) or (s) provides contracting, procurement, accountability for real property and provides support in the operation of housing, including the collection and verification of cost data covering family housing operations.
2. Housing Program Organization. The following chart shows the relationship of the housing management organization except for housing assigned to a Headquarters command:

FIGURE 2-1
Housing Program Organization



3. Control Over Housing Areas.

- a. The principle of geographic unity should apply to housing management services just as it applies to delivery of other support services. Integrated Support Commands (Area Housing Authorities) will normally control and be entirely responsible for oversight of all housing functions located within their geographic boundaries. Exceptions to this rule are limited solely to housing controlled by Training Centers Cape May and Petaluma.
 - b. The major purpose of defining housing management oversight responsibilities is to identify customer advocates for Housing Programs, Coast Guard-wide, and to promote efficiency, economy, and consistency in housing management practices. A secondary purpose is to focus regional service delivery to the maximum extent possible on established boundaries.
4. Area Housing Authorities (AHA). AHAs designated by Commandant (G-WP) shall manage and be responsible for all family and unaccompanied housing within their geographic boundaries, including HQ, Area and MLC Commands, except housing managed by another AHA. Commands distant from the ISC/AHA shall place reliance as much as possible on housing services provided by AHAs that are closer to those commands. Use a Memorandum of Understanding (MOU) or Housing Support Agreement (HSA) in these cases, and in other situations of overlapping responsibility, to formalize AHA cooperation in providing support in the commuting area or in larger areas where necessary. AHAs and their oversight responsibilities are listed below:
- a. Commanding Officer, ISC Boston: all units within First District geographic boundaries including the Coast Guard Academy;
 - b. Commanding Officer, ISC St. Louis: all units within Eighth District geographic boundaries as may be mutually agreed on;
 - c. Commanding Officer, ISC Portsmouth: all units within Fifth District geographic boundaries including RESTRACEN Yorktown but excluding TRACEN Cape May and the Headquarters Support Command;
 - d. Commanding Officer, TRACEN Cape May: all tenant commands and such Fifth District units as may be mutually agreed upon;
 - e. Commanding Officer, Coast Guard Headquarters Support Command: all tenant commands and such Fifth District commands as may be mutually agreed upon;
 - f. Commanding Officer, ISC Miami: all units within Seventh District geographic boundaries;
 - g. Commanding Officer, ISC New Orleans: all units within Eighth District geographic boundaries;
 - h. Commanding Officer, ISC Cleveland: all units within Ninth District geographic boundaries;

- i. Commanding Officer, ISC San Pedro: all units within Eleventh District geographic boundaries south of Monterey, CA;
 - j. Commanding Officer, ISC Alameda: all units within Eleventh District geographic boundaries excepting TRACEN Petaluma north of and including Monterey, CA;
 - k. Commanding Officer, TRACEN Petaluma: all tenant commands within the boundaries of the TRACEN and those areas mutually agreed upon with ISC Alameda;
 - l. Commanding Officer, ISC Seattle: all units within Thirteenth District geographic boundaries;
 - m. Commanding Officer, ISC Honolulu: all units within Fourteenth District geographic boundaries;
 - n. Commanding Officer, ISC Ketchikan: all units within Seventeenth District geographic boundaries excluding ISC Kodiak;
 - o. Commanding Officer, ISC Kodiak: all tenant commands and such Seventeenth District commands as may be mutually agreed upon.
5. Engineering Support. The MLC Commanders are assigned responsibility for the following support to the Housing Program:
- a. Assisting in the preparation of Project Proposal Reports for proposed housing projects;
 - b. Initiating and supervising design development and preparation of construction contract documents;
 - c. Performing contract administration functions, including inspection of projects under construction;
 - d. Determining the physical adequacy of housing units;
 - e. Developing and/or reviewing scope and cost estimates of proposed housing construction, and for repair, renovation, and rehabilitation of existing housing units;
 - f. Recommending annual AFC-30/AFC-43 budgets for major projects involving housing;
 - g. Furnishing technical advice to the contracting officer in the selection of qualified architect/ engineering firms with respect to site planning and the development of construction plans and specifications;
 - h. Assisting in the development of purchase requests for procurement and replacement of nonstandard government-furnished equipment and providing technical assistance to the contracting officer;
 - i. Developing general standards for operation and maintenance of buildings and grounds, including fire protection;

- j. Assisting in the operation and maintenance of utilities and evaluating the most economical use of utility service, including solar energy applications, in accordance with developed standards;
 - k. Providing technical assistance to those supervising personnel assigned to housing operation and maintenance functions, including the care of government furnishings and equipment;
 - l. Initiating and supervising maintenance, repair, and alteration of housing by either Coast Guard personnel or by contracts for major rehabilitation projects;
 - m. Periodic inspection of housing for structural maintenance, rehabilitation, livability, occupant maintenance, and overall dwelling unit adequacy;
 - n. Reviewing "self help" projects proposed by housing occupants; and
 - o. Coordinating planning proposals and other documents related to housing and providing guidance on these requirements to all appropriate components. In addition, MLC supervises, and coordinates procedures related to the acquisition, disposal, and divestiture of housing, including Housing Authority development projects.
6. Local Housing Authority. The commanding officer of a station or other shore unit (see Section 9.C.1) is responsible for the management, operation, and maintenance of all housing under the jurisdiction defined by the AHA. A principal responsibility is the unit's submittal to the cognizant area housing authority of recommendations on housing requirements essential to the accomplishment of the activity's mission. Specific responsibilities of the local housing authority include:
- a. Recommendations concerning housing construction, leasing, or other acquisition;
 - b. Management of housing in accordance with the policies, directives, and instructions established by competent authority;
 - c. Supervising and directing the use, operation, and maintenance of housing;
 - d. Budgeting of housing operation and maintenance funds;
 - e. Occupancy of quarters, assigning personnel if necessary to maintain annual occupancy rates at or above 98 percent for owned family, all leased housing, and UPH permanent party, and 65 percent for UPH transients;
 - f. Collecting rents for adequate and inadequate housing;
 - g. Operating an effective and comprehensive housing referral service;
 - h. Identifying and initiating action to acquire the use of available DoD housing through MOUs and ISSAs; and.

- i. Leased housing:
 - (1) Ensuring no government housing is available before negotiating to acquire leased housing. All lease requests shall state, "No government-owned housing is available."
 - (2) Inputting housing data in the Housing Management Information System (HMIS) database.
 - (3) Responsible for locating all quarters to be leased; and
 - (4) Preparing and submitting to the responsible Area Housing Authority requests for exemptions to any leased housing program policy.
7. Local Housing Officer. The Local Housing Officer is directly responsible to the Local Housing Authority for on-site management of the leased housing program and any owned housing sites, including the surrounding grounds and common facilities of family and unaccompanied housing. Responsibility may include a majority of the following functions:
- a. Administration of all housing, including maintenance of accounts and records, development and execution of rules and regulations, and recommending action for improvements in administrative policies;
 - b. Overseeing and assisting in the development and justification of annual family and unaccompanied housing budgets, other requests for funds, preparation of reports, and administration of allocated housing funds;
 - c. Liaison via the responsible ISC with the MLC Commander to provide for major maintenance and repair of housing facilities and to evaluate maintenance costs;
 - d. Liaison with the ISC safety and health manager to provide for safety and health information and testing, as well as for safety or health hazard abatement procedures;
 - e. Establishing habitability and appearance guidelines for housing management personnel to use in their periodic inspections of quarters, buildings, grounds, and streets. These guidelines should also address the removal and replacement of equipment or furniture, and the compilation of data to disclose physical deficiencies or structural improvements to be included in annual budget requests for housing project maintenance, repair, improvement, and operation. The MLC Commander is responsible for generating technical requirements and defining the scope of such projects;
 - f. Control and arrangements for repair, storage, and distribution of equipment and furnishings and the programming of funds for their replacement. Ensuring that the condition of all housing equipment and furnishings is compatible with habitability standards for the intended quarters;
 - g. Control of self-help projects. Occupants are to have the housing officer's written approval before performing housing maintenance;

- h. Developing and implementing policy to create and maintain harmonious tenant/community relations; and
- i. Supervising and training housing project personnel.

C. Housing Program Staffing. Use the following guidelines to determine staffing requirements for housing staffing:

1. Staffing.
 - a. Area Housing Authorities (AHAs). AHAs are designated by Commandant (G-WP) per Section 2.B.4.d. Designated family resources will be provided to support Area Housing Officers at ISCs, TRACENs and major Headquarters units, as shown in TABLE 2-2.
 - b. Local Housing Authorities (LHAs). LHAs should be established to the greatest extent possible at units such as Groups, Air Stations, ISCs, or Marine Safety Offices, as determined by the Area Housing authority. Staffing will be as shown in TABLE 2-3.
2. Housing Representatives. Housing Representatives will be established, normally on a collateral basis, at all commands subordinate to or serviced by the Local Housing Authority.
3. Operation and Maintenance Staff. Program personnel in accordance with TABLE 2-4 for the operation or maintenance of owned housing.
4. UPH Management. Commands with less than 30 UPH modules are normally staffed on a collateral basis. Staffing of UPH facilities for more than 30 modules is given in TABLE 2-4.

TABLE 2-1**AREA HOUSING AUTHORITY STAFFING**

	OFFICER		ENLISTED	CIVILIAN		NUMBER OF UNITS				
BILLET/ Position	OBC	Grade	Rate	SCHD	Ser	0-250	251- 450	451- 675	676- 900	901-1200
Area Housing Officer	17281A	PERS4				1	1	1	1	1
Housing Representative			SK/YN1				1	1	1	2
Housing Representative			SK/YN2/3					1	2	2
Housing Representative			YN2			1	1	1	1	1
Total Staffing						2	3	4	5	6

Note: (1) Number of units reflects owned and leased housing units.
(2) Equivalent civilian positions may be used instead of military billets.

TABLE 2-2**HOUSING MAINTENANCE COORDINATOR STAFFING**

UNIT	BCN/PCN	OPFAC	GRADE	TITLE
MLC LANT (p)	6000062	32-75130	CWO MAT	Housing Program Coordinator
MLCPAC (p)	1301732	33-75160	CWO MAT	Housing Program Coordinator
ISC BOSTON	100612	32-47000	CWO MAT	Housing Maintenance Coordinator
ISC PORTSMOUTH	5999922	32-47100	CWO MAT	Housing Maintenance Coordinator
ISC MIAMI	321173P	32-46900	DCC	Housing Maintenance Coordinator
ISC NEW ORLEANS	845023	32-47710	DC1	Housing Maintenance Coordinator
ISC CLEVELAND	6002693	32-46800	DCC	Housing Maintenance Coordinator
ISC SEATTLE	M003542	33-47200	DCC	Housing Maintenance Coordinator
ISC KETCHIKAN	1726103	33-47700	DCC	Housing Maintenance Coordinator

TABLE 2-3**HOUSING OFFICER AND CLERICAL STAFFING FOR LOCAL HOUSING AUTHORITY**

Number of Units	CWO	CPO	PO1	YN2	YN3	Total
0-50	-	-	-	-	-	0
51-150	-	1	-	-	1	2
151-300	-	1	1	1	-	3
301-450	1	-	2	1	1	5
451-600	1	-	3	1	2	7

Note: (1) Number of units reflects owned and leased housing units.
(2) Equivalent civilian positions may be used instead of military billets.

TABLE 2-4**OPERATION AND MAINTENANCE BILLETS**

Number of Units	MK/DC/EM							Total
	E9	E8	E7	E6	E5	E4	E3/E2	
0-10								0
11-20					1			1
21-40					1		1	2
41-60				1		1	1	3
61-80				1	1	1	1	4
81-100				1	1	2	1	5
101-120				1	1	2	2	6
121-140				1	1	2	3	7
141-160				1	2	2	3	8
161-180			1		2	3	3	9
181-200			1		3	3	3	10

Notes:

1. Contract personnel under AFC-30 funding are preferred.
2. Staffing for housing projects of more than 200 units will be determined on an individual basis.
3. Civilian (Wage Grade) positions may be used instead of an equal number of comparable military billets.
4. The standards above assume that specialized maintenance services are available under contract or purchase order.

TABLE 2-5

UPH MANAGEMENT BILLETS

Number of Modules	MK/DC/EM							Total
	E9	E8	E7	E6	E5	E4	E3/E2	
30-50					1		1	2
51-100				1		1	2	4
101-150			1			1	3	5
151-200			1		1		4	6
201-300			1		1	1	5	8
301-400		1		1		2	6	10
401-500	1			1		3	7	12

Notes:

1. For commands requiring 24-hour front desk support, an additional three non-rate billets may be warranted.
2. Non-rated personnel excluded where full contract housekeeping services provided.

CHAPTER 3 HOUSING ADMINISTRATION

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CHAPTER 3. HOUSING ADMINISTRATION

A. Administration.

1. Background. The Housing Administration's mission is to provide a complete housing program. Housing program managers and representatives shall coordinate all program aspects and respond to all members' housing needs. All command levels must recognize Coast Guard owned, leased, or controlled housing can satisfy only a portion of Coast Guard members' total family housing requirements. Privately owned community housing is the primary source of family housing; however, a specific effort is required to assist members, usually totally unfamiliar with a new community, in locating prospective sellers or renters. Housing services are intended to assist during the house-hunting and/or negotiating phase: the most critical, unnerving portion of a transfer. Members often find they use their savings for motels and meals. Permissive travel for relocation familiarization is intended to facilitate a member's successful, quick integration into a new community. Survey results reveal a significant percentage of our personnel are inadequately housed simply because they lack sufficient time and funds for house hunting. Consequently, members have rented inadequate housing or purchased housing excessively priced, in poor structural condition, lacking utilities, lacking a sufficient number of bedrooms, or located too far from the duty station. Many members acknowledge adequate housing was available near their duty station, but they were unable to locate it in the time available to them. A program that places members in adequate community housing rather than relying on AC&I construction is extremely helpful. If each housing manager assists only 40 families in obtaining adequate community housing, the long-range AC&I budget would decrease by millions.
2. Objective. The primary objective is managing all aspects of the housing program at all command levels, including but not limited to the following services:
 - a. Managing, using, and assigning Coast Guard-owned housing;
 - b. Administering a leased housing program;
 - c. Locating reasonably priced transient accommodations, including military facilities, members can use during the house-hunting period;
 - d. Liaison with local DoD housing officers on common housing problems and mutual benefits;
 - e. Coast Guard members' use of available DoD quarters;
 - f. Acquiring excess DoD quarters through transfer to Coast Guard control;
 - g. Recommend new housing acquisition within the geographic area of responsibility;
 - h. Performing and reporting community support studies in conjunction with new construction or acquisition recommendations;
 - i. Administering, monitoring, and controlling all housing surveys held in the area of

- responsibility in accordance with applicable instructions;
- j. Liaison with local area housing officers, including individual real estate brokers, real estate boards, VA, FHA, and similar bodies;
 - k. Inspecting housing offered for listing to ensure adequacy;
 - l. Using existing Rent-Set-Aside programs and establishing new ones, if necessary, as opportunities arise; and
 - m. Assisting with any other housing issues that may arise.
- 3. Organization. The housing officer and representatives function under the control and guidance of the commanding officer of the unit to which assigned.
 - 4. Staffing. Housing officer and support personnel billets or positions are established at Maintenance and Logistics Commands, Integrated Support Commands, Headquarters Support Command (HSC) and selected Headquarters units. See Section 2.C. and TABLES 2-1, 2-2, 2-3, 2-4, and 2-5
 - 5. Areas Lacking Housing Representatives. In areas without housing representation, remote moorings, or small stations, the commanding officer or Officer-in-Charge provides housing services for unit members.
 - 6. Community Liaison. Close community contact and liaison are required. Housing officers should maintain continuous liaison with local community offices, officers, and organizations having an interest in community housing and make every effort to publicize the need for Coast Guard family housing in the community on the basis of availability.
 - 7. Complaints. To maintain the integrity of the housing program, housing officers must immediately investigate complaints about Coast Guard members' off-base housing problems or from owners and managers of listed housing facilities. Whenever possible the Local Housing Officer shall resolve complaints. That officer should obtain full, complete, preferably written, information from each party concerned and impartially evaluate circumstances. When handling fair housing complaints, follow Section 3.D.3.
 - 8. Standards of Conduct.
 - a. All personnel assigned to the Housing Program are cautioned to refrain from any business association or financial interest others might interpret as partiality or conflict of interest.
 - b. All personnel connected with housing office activities are cautioned to avoid any action, even if not specifically prohibited, that might result in or create the appearance of:
 - (1) Using the housing office for private gain;
 - (2) Preferentially treating any person, realty company, or other organization supplying listings or other services;

- (3) Making a government decision outside official channels; and
- (4) Adversely affecting public confidence in the government's integrity.
- c. All Housing Program personnel are expected to perform their duties without prejudice and conduct themselves without regard to race, color, religion, national origin, sex, or marital status. This is especially important as housing requirements necessitate continuing liaison with commercial housing managers, HUD, chambers of commerce, real estate boards, builders' associations, mayors and other elected officials, and other business leaders and community organizations.

Reporting Aboard.

1. Reporting Requirements. Before they depart from their old unit, advise all transferring personnel they must have a release from mandatory assignment to government quarters issued by their new unit's Local Housing Authority for their geographical area before members may rent, lease, or purchase community housing.
2. Assistance. Offer to assist each member clearing through the housing office to locate off-base housing; the member need not accept such assistance.
3. Housing Lists.
 - a. Housing officers shall maintain liaison with DoD Housing Referral Officers to ensure the Coast Guard's listings of houses and/or apartments against which sanctions have been imposed are up to date.
 - b. Housing officers shall maintain a current listing of rental housing units and trailer facilities within one hour's commuting distance of the duty station. The owner, agent, or manager must state in writing all units or facilities are available on an equal opportunity basis to Coast Guard members without regard to race, creed, color, age, handicap, or national origin. Periodically follow up to ensure equal opportunity policies remains effective.
4. Freedom of Choice. Each member retains freedom of choice in selecting private accommodations, unless competent authority has imposed restrictive sanctions against housing properties or the member is required to occupy government quarters. In this connection, make every effort to avoid hardship to the member and/or family.
5. Security Deposits.
 - a. Area Housing authorities may negotiate with local utility companies to waive the security deposits frequently required of new subscribers. While some commands have successfully negotiated no-cost waivers, utility companies usually require a written agreement guaranteeing a funding source, e.g., credit union or MWR morale fund, to ensure waived amounts before they will waive a security deposit. If the member becomes delinquent during the effective deposit period, the funding source pays the amount of the deposit to the utility company. Housing officers obtain the member's reimbursement by using a previous conditional agreement for the member to pay the subsidizing fund the deposit amount.

- b. The U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Paragraph 9.D.2.f., and Joint Federal Travel Regulations, Volume 1, Paragraph U8014, authorize paying the Basic Allowance for Housing (BAH) in advance for security deposits, advance rent, and/or initial expenses incident to occupying private housing.
- c. Coast Guard Mutual Assistance loans money to service members to cover, or partially cover, the costs of the security deposits required to obtain housing and utility services. Utility services include electricity, gas, water, sewage, and telephone. TV/Cable costs not included. See Paragraph 3.C.7.c.

C. Housing Referral.

- 1. Purpose. A referral service brings members desiring private housing and prospective landlords together as quickly and efficiently as possible. An effective referral service saves the service member money by reducing out-of-pocket expenses during the house-hunting period and benefits the Coast Guard by reducing potential AC&I expenditures by relying on community support.
- 2. Establishment and Operation. Each housing office shall establish and maintain a referral service with these elements:
 - a. Aggressively solicit sales and rental listings within their areas of responsibility. Housing Officers may accept listings from any source, including realtors, provided the listed dwelling unit meets adequacy standards and is available on an equal opportunity basis to all Coast Guard members. See Section 3.D. for equal opportunity policy.
 - b. Periodically verify the availability of houses offered for rent or sale and confirm apartment rental policies and rates to ensure accuracy of listings.
 - c. Establish procedures to follow up to ensure each member ordered to the area obtains satisfactory housing.
 - d. Establish separate rental and sales property files. The Detailed Sales/Rental Listing, DA Form 5546-R, has been developed to provide routine information about dwellings for members engaged in house hunting. See Enclosure (4).
 - e. Ask the property owner, manager, or listing agent to inform the Housing Office once the unit is no longer available for rent or sale.
 - f. Inspect accommodations such as shares, sublets, transient quarters, furnished or unfurnished rooms, and trailer court facilities for suitability just as other rental units.
 - g. Assist applicants in locating, mapping, and marking the listings chosen and by telephone shall inform applicants of additional listings that may become available. Enclosure (5), the Quarters Condition Inspection Report, may be given to the member to help in assessing the condition of housing units under consideration.
 - h. All incoming members not assigned to public quarters and desiring assistance should

complete the Off-Base Housing Application, CG-4894. See Enclosure (6).

- i. Advise each applicant to report any form of discrimination or other complaint about any housing facility to the housing office. Investigate complaints immediately. See Section 3.A.7 and Section 3.D.
 - j. Request members to advise the housing office when they find satisfactory housing. If a member does not contact the housing office within a week, follow up to determine his or her housing status.
3. Noncompetitive Services. A locator and referral program is not designed to compete with or replace civilian real estate offices. Housing officers shall not intrude on normal business relations between members and real estate brokers and rental or sales agents.
 4. Charges and Commissions. Coast Guard housing officers may not levy fees or other charges for housing listings or referrals or accept commissions from referrals or sales.
 5. Volunteer Services. Housing officers may accept assistance in operating a referral or listing program from volunteers from such sources as spouses' clubs and community service volunteers.
 6. Inspections. Rental property inspections protect the Coast Guard family moving into the community. Inspect a property to determine its suitability based on habitability and environmental conditions, including health and safety considerations. If housing is unsuitable for Coast Guard families' occupancy, housing officers shall not list the property.
 7. Housing Assistance Programs.
 - a. Rent-Set-Aside Program. Continually research opportunities to use Rent-Set-Aside programs. Rent-Set-Aside provides adequate, affordable community housing near military installations, waiver of income requirement to qualify for an apartment, waiver of credit check, waiver of deposit and rental rates structure related to BAH. Rent is timely and consistently received by allotment to the landlord from the member.
 - b. Veterans Administration (VA) Home Loans. No-money-down home loans are available for purchasing homes. VA loans limit the closing costs the purchaser is required to pay. Refer personnel to the local VA office.
 - c. Coast Guard Mutual Assistance. Coast Guard Mutual Assistance has two housing assistance programs available for active duty Coast Guard personnel. The Unit Mutual assistance rep or Commandant (G-ZMA) can provide specific information
 - (1) Loans up to \$5,000 to assist in defraying personal home purchase closing costs; and
 - (2) Loans up to \$2,500 to assist with personal rental security and utility deposits.

D. Fair Housing.

1. Policy. In assigning, referring, and managing housing, housing commands shall ensure all personnel experience equitable treatment and opportunity without regard to race, color, religion, national origin, sex, or marital status.
2. Housing Discrimination. The 1968 Fair Housing Law, as amended by the Housing and Community Development Act of 1974, sets a national policy of providing fair housing throughout the United States. This law makes discrimination based on race, color, religion, sex, or national origin illegal in selling or renting most housing, extending to all real estate services, including advertising, multiple listing services, brokers' organizations, commercial lenders, or other services involved in buying or renting housing.
3. Fair Housing Complaints. The decision to report a housing discrimination incident rests entirely on the member. The Coast Guard will assist the member to report a housing discrimination complaint to the Department of Housing and Urban Development (HUD). Members should make complaints about discrimination in purchasing or renting housing to the Local Housing Officer (LHO) as soon as possible after the incident occurs so the LHO in turn may document and report the incident to the Department. Members have one year after an alleged violation to file a complaint with HUD.
4. Local Housing Authority Action. On receiving a complaint from a Coast Guard member, the Local Housing Officer will take these actions:
 - a. Brief the member about their rights under the Fair Housing Law. The pamphlet "Fair Housing: It's Your Right" (HUD-1260-FHEO (2)) contains necessary information for the member. This pamphlet, which includes a complaint form, is available free of charge from: Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh St. SW, Washington, DC 20410-2000.
 - b. If the member believes they have a legitimate complaint and desires to report it to HUD, the LHO shall assist the member to file a complaint, using one of several methods:
 - (1) Electronically submit a Housing Discrimination Information Form (HUD 903.1) from HUD's Internet homepage ("www.hudclips.org").
 - (2) Call HUD at 1-800-669-9777.
 - (3) Complete a Housing Discrimination Complaint Form, HUD-903. Deliver it to the nearest local HUD office or mail it to: Office of Fair Housing and Equal Opportunity, Department of Housing and Urban Development, Room 5204, 451 Seventh St. SW, Washington, DC 20410-2000. See Enclosure (7).
 - (4) Write a letter and mail it to the nearest HUD Regional Office; see Enclosure 7 for addresses. The letter must include this information:
 - (a) Name and address;
 - (b) Name and address of the alleged offender;

- (c) Address of the house or apartment considered for rental or purchase;
 - (d) Date when incident occurred; and
 - (e) Short description of what happened.
- c. The Local Housing Authority (LHA) shall submit a copy of the complaint and subsequent correspondence to the appropriate Area Housing Officer.
- d. The Area Housing Authority will maintain a file containing all housing discrimination complaints. This will serve to provide necessary information to document a pattern or practice of resisting the Fair Housing Law and serve as the point for obtaining data on housing discrimination incidents for each district.
- e. Local and Area Housing Authorities will inform the Civil Rights Officer (CRO) at their respective levels of housing discrimination incidents.

E. Mortgage Relief.

1. VA and FHA Insured Mortgages. Under authority of Title 12, United States Code, Part 1735g (12 USC 1735g), military members and government civilian workers can receive mortgage relief assistance from the Federal Government to avoid mortgage default if a base or Federal installation closure causes financial hardship. This assistance is primarily for the military member or civilian employee who has been transferred due to the base closure and has difficulty selling his or her previous residence within reasonable expectations. Relief assistance consists of deferred mortgage payments for up to 2 years but does not relieve the applicant's obligation to pay. This relief assistance applies only to VA and FHA insured mortgages.
2. Homeowners Assistance Program.
 - a. Discussion. The Homeowners Assistance Program (HAP) provides financial assistance to eligible homeowners serving or employed at or near military installations ordered closed, partially closed, realigned, or to reduce the scope of operations, resulting in loss of home marketability and/or value. The program extends the same benefits, previously available only to DoD employees, to Coast Guard and other Federal personnel affected by Coast Guard base closure, reorganization, or other actions occurring after 1 January 1987. However, the program does not cover all installation closures or reductions. Enclosure (8) provides detailed information on benefits.
 - b. Authority. The 1988 Coast Guard Authorization Act, PL 100-448, includes Coast Guard personnel in HAP. The Department of the Army established policies and procedures to administer, manage, and execute this program. The Office of the Chief of Engineers, U.S. Army Corps of Engineers controls and acts as the Coast Guard's agent in this program.
 - c. Procedures. Installations closed or reduced in operating scope because of budgetary or A-76 actions may also qualify for coverage. Interested personnel should carefully review the eligibility criteria listed in Enclosure (8).

- d. Apply for program benefits by contacting the appropriate U.S. Army Corps of Engineers Homeowners Assistance Program (HAP) Centers shown below or at these worldwide toll-free telephone numbers:

1-800-861-8144 or 1-800-355-6374

U.S. Army Engineer District, Savannah	U.S. Army Engineer District, Fort Worth	U.S. Army Engineer District, Sacramento
P.O. Box 889 Savannah, GA 31402-0889	P.O. Box 17300 Ft. Worth, TX 76102-0300	1325 J Street Sacramento, CA 95814-2922
Commercial Telephone Numbers: 1-912-652-6042 1-912-652-5042	Commercial Telephone Number: 1-817-978-4047	Commercial Telephone Number: 1-912-652-5042
Internet: “ www.sas.usace.army.mil ”.	Internet: “ www.swf.usace.army.mil/links/hap/text/hapmain.htm ”.	Internet: “ www.spk.usace.army.mil/cespk-re/hap/hapmain.html ”.

- (1) The person seeking assistance under this program must submit DD Form 1607 and complete form Sections I, II, III, including the evidence of home ownership and occupancy. A recorded copy of the deed constitutes evidence of ownership. Evidence of the applicant’s occupancy includes receipted utility bills, official correspondence, or government forms showing the officially recognized residence address.
- (2) Coast Guard military and civilian personnel, including NAF employees, if eligible, will follow the responsible HAP Center’s instructions in submitting the application with appropriate supporting evidence.
- (3) Once the responsible HAP Center receives the application, they will approve the application, entitling the applicant to receive benefits under the program as described in Enclosure (8), or will reject the application because the applicant is ineligible for benefits. Application rejections may be appealed as specified in 32 CFR Subpart E. The Certificate of Eligibility (COE) is the sole determiner of eligibility for benefits. The Coast Guard is not a part of the decision-making process at any point on eligibility for benefits. Direct eligibility inquiries to the responsible HAP Center having jurisdiction.

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CHAPTER 4. PLANNING, PROGRAMMING, AND ACQUISITION

A. General.

1. Policy. Every effort shall be made to provide adequate housing and a favorable community environment for Coast Guard personnel near their duty stations. Distributing members in private housing located throughout the community is preferable to establishing Coast Guard enclaves, whether constructed or otherwise acquired. All reasonable private and public means, according to a member's housing eligibility and these acquisition priorities shall be used:
 - a. Community Resources.
 - (1) Private Rental. Despite rising costs, private rental units in the community are the primary source of family housing. Housing officers will use adequate rental resources to the greatest extent possible. The referral program is intended to help members reach these resources as often as possible.
 - (2) Private Purchase. Individual members' purchase of private housing is an appropriate means of meeting housing needs. Not everyone will be able to use this option because of the financial investment and commitment required. Nevertheless, home purchase is frequently the only way members can deal effectively with inflationary increases in shelter costs.
 - b. DoD and Other Federal Housing. Housing officers should use other government or military housing in accordance with an Interservice Support Agreement (ISSA) or other appropriate instrument; see Section 4.D.2. The Department of Defense (DoD) occasionally will transfer title to such housing to the Coast Guard as necessary and desirable; see Section 4.C.1.
 - c. Leased Housing. Chapter 7 provides instructions to administer the Leased Housing Program. The Family Leased Housing Program (FLH) and the Unaccompanied Personnel Leased Housing Program (UPLH) have become major flexible sources of housing, enabling personnel, particularly those in lower pay grades, to occupy dwelling units otherwise inaccessible due to excessive cost, the major inaccessibility factor.
 - d. Coast Guard-Owned Resources. Subject to planning justification and congressional approval where necessary, housing officers will acquire family housing conforming to Chapter 6's adequacy standards by construction, purchase, or transfer to address these housing deficits:
 - (1) Overseas. In areas abroad where dependents are permitted and a shortage of adequate private and government housing exists or is expected to exist.
 - (2) Lack of Community Support. In United States locations where adequate community support, leased, or existing government housing is not and/or cannot be made available year-round.

- (3) Operational Necessity. In a few areas, adequate private housing is available, but certain personnel must reside on station for proper administration and security.
- (4) Inadequate Quarters. In locations where existing Coast Guard resources are inadequate and community support is insufficient or inadequate.
- (5) Transferred Resources. In certain areas excess DoD or other government housing units are available and cost-effective, whereas community support resources may be insufficient or inadequate.

2. Family Housing Requirements.

a. Coordinating Data.

- (1) Program Needs. Field data is required to evaluate program needs. The Commandant undertakes a housing survey at least once every 24 months, with applicable data forwarded to Area Housing Authorities. Commandant directives of the 11101 series contain detailed instructions for conducting the survey, which yields gross data on housing adequacy and allowances and provides important, local information to help document specific housing requirements. See Section 4.C.4.c.
- (2) Local Needs. The Area Housing Authority should recommend housing acquisition and/or leasing for activities under their control. The primary basis for determining housing requirements is local public and private housing resources' capability to support Coast Guard housing needs. Area Housing Authorities should prepare Planning Proposals and send them via MLC to Commandant (G-CPP). See Sections 4.C.4 and 4.C.5.
- (3) In all cases, housing officers will choose the most cost-effective option when assigning personnel to housing.

b. Eligible Personnel.

- (1) Pay Grade. All personnel are included in gross housing requirements. See also Section 6.D.2.
- (2) Additional Requirements. Personnel must fall into one of these categories to qualify for local housing.
 - (a) Permanent party personnel, including those assigned to the unit, area units, and other Services' local and tenant units;
 - (b) Students undergoing 20 or more weeks of training (TEMDUINS), including officers attending civilian colleges and universities and DoD-sponsored training (Navy PG School, National War College, etc.); and
 - (c) Key civilian personnel because of their jobs' essential nature.

- c. Ineligible Personnel. Do not count short-term students not on PCS (20 or fewer weeks), transients, and temporarily assigned personnel in calculating requirements for acquiring family housing.
- d. Acquisition Requirements.
 - (1) Gross Housing Requirements. Compute acquisition requirements for specific units or areas based on the percentage of members with dependents by pay grade on both quantitatively (total eligible personnel as defined in Section 4.A.2.b. appearing on the current or projected allowance list) and qualitatively (number of bedrooms required). Include existing housing assets' aggregate bedroom composition in all computations to ensure acquisition programming will satisfy area personnel's expected requirements, thereby avoiding overbuilding of certain unit sizes. This approach will also permit programming housing in localities experiencing no apparent numerical deficit but in which the major requirement is for three and four bedroom units, with sufficient smaller units. The goal is to provide the number of three and four bedroom units that, when added to existing and approved military and civilian community assets, will produce a bedroom distribution complying with policy in Enclosure (9) and corresponding to known, programmed deficits. All dwelling units' minimum net floor areas shall comply with OMB Circular A-45, Enclosure (15). Use Enclosure (9) to determine Coast Guard housing requirement. For programming and planning guidance, see Sections 4.C.4.
 - (2) Net Housing Requirement. The net housing requirement is the net deficit, i.e., the unmet housing need. Use Enclosure (9) to determine the net housing requirement, by deducting from the gross housing requirement:
 - (a) Existing adequate public quarters, including CG-owned and -leased quarters and any other government quarters occupied or available through an ISSA;
 - (b) Public quarters approved or under construction;
 - (c) Existing adequate private rental housing, if available year-round to USCG personnel.
 - (d) Existing adequate private housing for sale occupied by military personnel, if purchased in preference to renting private housing or occupying public quarters.
 - (3) Operational Requirements. Housing for operational requirements will be considered upon submission of appropriate planning documentation. Documents must address why housing is required to meet operational needs and how on-station housing will fulfill these needs.
 - (4) Long-Range Planning Requirements. The application of Coast Guard housing assets to the gross requirement shall be on the basis of the most suitable long-range use and not necessarily on current utilization. In addition to existing public and private assets, potential private housing which is under construction or firmly

planned must also be considered, along with civilian growth predictions for the area. The accessibility of such housing for Coast Guard members must be assured, however, if these units are to be considered housing assets.

3. Unit Relocation Planning. Any Coast Guard plan, plan change, or planned action that would establish or transfer an operating unit or generate a new or change a homeport shall consider housing and other personnel support needs. Advise Commandant (G-WPM-4) of such plans at the earliest date for optimal coordination of planning efforts. TABLE 4-1 displays cutter housing planning factors for all vessel types. Establish a comprehensive unit relocation plan at the earliest possible date as described below. Allow sufficient time in fixing commissioning dates to accommodate housing acquisition if required. See Section 4.C. for guidance on housing planning.
4. Unit Relocation Coordinator. Appointing a Unit Relocation Coordinator is the best way to develop necessary action agendas, coordinate, and manage house hunting. The Coordinator assembles general data from CG or DoD commands in or special trips to the new area. Other sources also may be helpful. The Unit Relocation Coordinator distributes this information to other transferring members to help with their relocation. The Coordinator also can gather information to establish leased housing needs. The CEA is the best choice for Unit Relocation Coordinator.
5. Unit Relocation Plan. A Relocation Plan may not be needed for a few personnel, but establishing one for an entire crew makes excellent sense. The essentials of such a plan include:
 - a. Determine the number of accompanied and unaccompanied personnel who will move.
 - b. Determine the types (rental or purchased) of unit desired and price ranges.
 - c. Establish liaison with the new area's Local Housing Authority.
 - d. Research the availability of adequate housing and support services in the receiving community. Order newspapers. Contact realtors. See Section 4.C.4.d.
 - e. Meet on-site with PERSRU and transportation specialists to explain members' and dependents' entitlements during relocation. Ensure the meetings include dependents.
 - f. Before the unit move, privately counsel members and dependents on the cost of living, housing, expenses, spouse employment, school systems, religious establishments, local recreational outlets, and community support services. Ensure members are aware of the requirement to obtain release from mandatory assignment to quarters in new locations in accordance with Section 3.B.2.
 - g. Coordinate the timing of transferring members' house-hunting trips and obtain feed back on local conditions in the new area on members' return.
 - h. Coordinate with transportation on the picking up and delivering household goods.

- i. Obtain feedback at the completion of unit relocation from personnel and their dependents. Provide needed counseling, if indicated.
6. Funding. Always use AC&I funds to acquire any family housing or land for family housing by purchase, construction, or transfer. Housing rehabilitation may use AC&I or OE funding resources, depending on repair costs of and the degree of facility renewal. See Financial Resource Management Manual, COMDTINST M7100.3 (series), for guidance. The Minor AC&I Program is not used for family housing but is available for housing support (recreation, streets, etc.) and UPH support projects.

B. Community Support.

1. Policy. Planning for Coast Guard housing needs should encompass more than merely providing access to dwelling units or housing leases. Fully consider the availability, quality, and reliability of public and commercial community services in accordance with sound planning practice. Community facilities and services must exist within a reasonable distance of Coast Guard residences.
2. Planning Guidelines. Within CONUS, housing officers shall attempt to establish members' access to basic community facilities: education, public safety, shopping, medical aid, etc. For support planning purposes, Service-wide, the average married Coast Guard member has 2.4 dependents, including the member's spouse. This average may not hold true at an individual Coast Guard operating unit.
 - a. Community Support Resources. Coast Guard members and their dependents should enjoy maximum access to community support resources. To the greatest extent possible, the Coast Guard desires members to be fully responsible, supportive citizens of communities where they reside. Notwithstanding the nature of military service and the need for periodic duty station changes, commands, particularly within CONUS, shall strongly encourage community involvement.
 - b. Coast Guard Resources. Housing officers may consider community facilities for Coast Guard funding where necessary or advisable, as in remote CONUS and overseas locations. Because of funding limitations, fully document such facilities:
 - (1) Need. Private or other public sources cannot provide sufficient facilities; and
 - (2) Documentation. Completely describe the need, including physical and personnel resource requirements.
 - c. Planning Factors. When planning for public quarters, including DoD housing and leased quarters, consider all relevant support factors, including these:
 - (1) Access. Availability and location of major roads and public transportation services.
 - (2) Utilities. Availability and location of water, sewer, power, gas, and telephone lines.

- (3) Public Safety. Distance to nearest police and fire service.
 - (4) Health Care. Availability and location of nearest doctors, dentists, hospitals, and ambulance service.
 - (3) Education. Distance to nearest public schools.
 - (4) Shopping. Distance to local and regional commercial areas. Diversity of retail outlets and commercial services.
 - (7) Recreation. Availability and location of local and regional parks, playgrounds, etc.
 - (8) Cultural and Religious Facilities. Location of various libraries, churches, museums, etc.
3. Educational Needs. Coordinate with local school authorities in determining the need for school facilities and bus service to serve Coast Guard dependents. If additional school facilities are needed, furnish the local education board data substantiating Coast Guard needs; the school board in turn sends this information to the U.S. Department of Education. Local and Federal officials face long lead times similar to those encountered in housing construction in programming, funding, and constructing school facilities. Therefore, a timely, continuing information exchange is essential to planning any required school facilities. Housing planning documentation should always include school impact information.
 4. Commercial Facilities. Consider the availability of commercial facilities such as shopping and other retail and personal services. Housing should be near these services when possible. Consider providing an exchange if civilian support is lacking and the size of the project warrants it.
 5. Recreational Facilities. These policies govern the provision and supporting recreational facilities in connection with Coast Guard family housing areas; see also the CG morale, Welfare, and Recreation Manual, COMDTINST M1710.13 (series).
 - a. Community Resources. To the maximum extent, use community-wide resources, including existing Coast Guard, DoD, and other government facilities, such as parks, community playgrounds and buildings, school recreational facilities, commercial resources, etc.
 - b. Coast Guard Resources. Funds available to the housing program are extremely limited and programmed to satisfy only the most urgent requirements. Normal programming for housing acquisition includes only the most basic recreational facilities.
 - (1) Major Facilities. Program major facilities of universal use, such as swimming pools, bowling alleys, and field houses, as unit, base, or support facilities rather than as part of family housing facilities.
 - (2) Open Areas. Provide open areas within housing projects in accordance with sound site planning, considering also the extent to which such areas are otherwise available

at a reasonable distance from the housing site.

- (3) Minor Amenities. Adjacent to row or apartment dwellings lacking individual tenant yards, provide minor facilities for preschool children, such as fenced, mulched tot lots and other small areas, and installed equipment, such as sandboxes, slides, swing sets, monkey bars, etc. Consider these amenities part of the project expense for new housing construction and finance with funds provided for such units.
 - (4) Recreational Facility Programming. Use AC&I funds to construct major facilities at new housing complexes or improve recreational facilities at existing housing projects. For recreation projects, follow the same submission and approval requirements, funding limitations, etc., as for housing projects. Using the Minor AC&I Program may be especially appropriate for such facilities.
 - (5) Programming Criteria. Recreational construction items will be considered for project programming for existing and proposed housing projects if the facility is located within the family housing area and the primarily family housing area occupants will use the facility.
6. Reimbursing Local Governments. Coast Guard construction or purchase of housing units in a community represents a tax or tax-opportunity loss to the local government since the Federal government pays no taxes on property it owns. Generally, the Federal Government must pay only for those community services (water, sewage, and refuse collection) normally billed directly to property owners based on the amount of the service used. Services funded from property taxes are generally not reimbursable. Request assistance from the district legal officer if the community is concerned about the Coast Guard's liability for local government services.

C. Acquisition, Construction, and Improvements (AC&I).

1. Programming Policy. Commandant (G-S) will develop budget proposals for housing programs including major improvements to existing assets and such new housing acquisition (construction, purchase, transfer) as will meet a net family housing deficit; see Section 4.A.1.d. These factors will govern the type and amount of housing programmed for each installation: (a) the length of time the installation is expected to remain in use; (b) the lowest predictable strength level stationed there; (c) the adequacy of existing community support and military-controlled housing; and (d) predictable changes in the availability of adequate private housing. Selecting an appropriate new construction and/or purchase program, or, if feasible, transferring DoD housing assets will depend on the duration and level of need as defined below:
 - a. Short-Range. Less than 5 years.
 - b. Mid-Range. At least 5 years.
 - c. Long-Range. At least 5 years with no predictable reduction thereafter.
 - d. Terminal Need. Present and pipeline assets plus private assets exceed 80 percent of gross requirements.

- e. Uncertain Duration. At least 5 years with duration thereafter unpredictable.
- 2. Limitations. Housing officers must make every effort to fully and promptly consider housing needs generated by planned construction, establishment, or transfer of operating units. Do not program military housing if the total number of adequate military and private units available exceeds 90 percent of the gross requirement excepting only operationally required station housing described in Section 4.A.1.
- 3. Program Components. These are the Housing Program's principal components with further details on each contained in the references indicated.
 - a. Improvements and Enhancements. Improvements or enhancements to existing adequate quarters in addition to required maintenance projects must compete with other major project needs for AFC-43 funds in accordance with current Civil Engineering procedures.
 - b. Improving Inadequate Housing. Consider improving substandard or inadequate housing to make it safe, decent, sanitary, and otherwise adequate for continued operations as public quarters per Section 6.B.2. only if project costs, including O&M cost during the rehabilitation period, are economically justified compared to new construction and/or leasing replacement family housing. Use OE funds to pay for improvements if the project complies with the Financial Resource Management Manual, COMDTINST M7100.3 (series).
 - c. Rehabilitation. Fund improvements, repairs, or renovations of housing acquired by transfer and many major improvement projects for existing adequate quarters through the AC&I appropriation. Consider all costs attributable to the site, structure(s), and follow-on requirements in an economic analysis. Do not contemplate rehabilitation if new or leased quarters can be acquired less expensively. Commandant (G-WP) will grant exceptions individually only for historic structures. See the Financial Resource Management Manual, COMDTINST M7100.3 (series), for guidance on which appropriation to use. See the Civil Engineering Manual, COMDTINST M11000.1 (series), for information on the bases for housing rehabilitation.
 - d. New Construction or Purchase. Consider new construction or purchase where adequate private or government housing is scarce or unavailable on a year-'round basis, based on appropriate planning and real estate market data. Housing is not normally programmed in metropolitan areas, which have numerous housing resources. Use one of these methods (in order of preference) to provide fixed-site, permanent housing to meet a long-range need:
 - (1) Take over another government agency's excess. This is often advantageous, but take care to ensure any needed rehabilitation is cost-effective.
 - (2) Incorporate Coast Guard housing into another government agency's project because the larger number of units usually results in lower unit costs.
 - (3) Purchase houses built as recently as possible to avoid costly retrofits for energy conservation, habitability, etc. or houses under construction and available on the commercial market.

- (4) Construct builder-designed or factory-built houses on suitable Coast Guard-owned property.
 - (5) Design special housing to be built on CG owned property. Because of the very high costs and heavy administrative workload involved, use this method as a last resort.
 - e. Government-Owned Trailers and Mobile Homes. Government owned trailers do not adequately meet military housing needs. Using mobile homes for temporary housing for both accompanied and unaccompanied members is prohibited unless firm plans and preliminary programming have been established to solve the applicable housing problems effectively and permanently. Using leased quarters, if available, is preferable for short-term housing needs.
 - f. Leased Housing Program. In the United States and some overseas locations, consider this means of providing quarters, especially for lower pay grades, in areas lacking adequate government-owned and community-based housing facilities; see Chapter 7.
4. Programming Flow.
- a. Planning Data. In accordance with the Planning and Programming Manual - Volume II, COMDTINST M16010.6 (series), Commandant (G-SEC) allocates funds for family housing construction and purchase based on current field information on the availability of adequate military and civilian housing. Comprehensive Plans, Planning Proposals, and similar data normally support these planning data. For guidance in preparing housing proposals, see Section 4.C.5. or Commandant (G-WPM-4) for additional guidance.
 - b. Programming Documentation. Initiate programming for housing acquisition (construction, transfer, or purchase) with notice of the need for AC&I funds and complete it by submitting specific budgetary initiatives involving capital investment funding. Projects to acquire or transfer targets of opportunity, such as excess, adequate DoD housing, should follow normal documentation procedures. Always adequately budget initial and follow-on funding for proposed housing acquisitions.
 - c. Housing Surveys. Periodic housing surveys can provide important data to shape accompanied and unaccompanied housing programming. The Service surveys members, married and unaccompanied, as needed, on a site by site basis. Planning and housing offices routinely obtain basic data from Commandant (G-WPM-4).
 - d. Housing Market Studies.
 - (1) Policy. Support every proposed housing construction or purchase acquisition project by appropriate housing market research, no matter how many units proposed. Use this research to determine whether local rental housing meets CG standards, needs, the nature and expected duration of housing shortages. At least every three years revalidate the research until the purchase or construction contract is let. Acceptance of proposed housing acquisition submitted for review must be firmly supported by such research. Housing market studies are not required if considerations other than the lack of adequate housing firmly justify housing

acquisition. *The exceptions are limited to flag, command, or special command quarters; quarters required by unit mission; and quarters whose Coast Guard ownership has special value outweighing normal financial considerations.*

(2) Discussion.

- (a) Lack of available, adequate housing, whether by private lease or purchase or a government lease, is the primary reason to acquire Coast Guard-owned housing. To justify acquisition, planning must compare all reasonable housing resource alternatives. Housing market studies provide the research necessary to make this comparison.
- (b) Housing market studies consist of research and analysis of community resources. Although performed "in-house" on rare occasions, housing offices will usually contract studies to professionals such as market or real estate economists expert in gathering and analyzing housing market data. *Housing officers will use these studies to support specific Coast Guard housing acquisition projects by: defining the local rental housing base; providing quantitative and qualitative data on local housing choices; and recommending corrective measures necessary for the government to alleviate or overcome negative housing market situations.*
- (c) Market studies address housing availability in duty station areas. Using Coast Guard housing adequacy standards in Section 1.B.4 and Sections 4.B. and 6.B., these studies determine the extent of access members and their families have to adequate local rental housing.
- (d) Coast Guard families often are able to live on the economy using their housing allowances. Where allowances fall short, government leased housing may be used, see Chapter 7. Many situations do not require permanent government housing. However, other situations may involve some or all of these factors: chronic rental shortages, absolute absence of housing of any kind, or inadequate or seasonal housing. If such conditions create the need to consider acquiring permanent government housing, housing officers must substantiate housing acquisition by conducting housing market studies to obtain current information on the availability, cost, and character of local rental housing.

(3) Contracting Procedures.

- (a) In-house market studies are not normally recommended because research objectivity and professional expertise are important. Firms or individuals who compete successfully for this work under normal contracting procedures should specialize in market research and/or have access to regional or national rental housing market databases.
- (b) Housing market factors are cyclical. Changes can alter the availability of rental and sales housing, increasing or decreasing local housing vacancies and

thereby altering net housing availability. Periodically revalidate the need for housing acquisition to account for these fluctuations and assure continued project feasibility. Congress does not support projects without periodic revalidation. For these reasons, revalidate studies at least every three years during every housing project's planning life until acquisition is effected, i.e., when purchase or construction contract is let, property is transferred, or by other means.

(4) Planning Procedures.

- (a) Submit housing market studies supporting and justifying housing acquisition before or with planning documents. Studies will normally be reviewed in conjunction with planning documents but may do so in advance of planning proposals to establish project feasibility beforehand. *Acceptance of study recommendations are based on the study's adherence to accepted methodology, including these elements: a vacancy analysis; a forecast of rental housing availability; a review of housing development; and an assessment of available, adequate housing in the market area.*
- (b) Give the market researcher local Coast Guard housing data. Include how many accompanied personnel, their pay grades, local housing allowance costs, the number and characteristics of local government-owned or -leased housing, operational or recall requirements, and any special circumstances that inhibit Coast Guard occupancy of local housing. Base market study rental characteristics on Section 6.B.'s adequacy standards, including a 1-hour commuting time, affordability, bedroom size and number requirements, community services, and environmental concerns.
- (c) In addition to determining whether local housing markets can adequately support Coast Guard housing needs, housing market studies should address related housing issues, the more important of which are these:
 - (1) If housing support is lacking, market studies should address potential corrective measures, i.e., what needs to be done to alleviate the lack of local housing support. The market analyst should provide expert opinions on measures that will assist Coast Guard commands, such as aggressive housing referral, acquiring leased housing, or constructing permanent housing.
 - (2) Local Housing Data. Housing market studies usually address: the impact of seasonal housing markets on members' housing choices; The general condition of adequate rental housing available within a 1-hour commute of Coast Guard duty stations; neighborhoods general condition, including data on known or apparent blighting or polluting influences, known criminal activity, the absence of shopping and other neighborhood services, etc.; the supply of adequately-sized quarters, and the availability of quarters in the community

suitable for unaccompanied personnel occupancy.

- (3) Local Housing Constraints. The study should always address unique local constraints such as dominant physical features, e.g., mountains, marshes, etc., significant traffic bottlenecks, commuting barriers, or any factors affecting Coast Guard housing choices. In addition, address other important local characteristics affecting Coast Guard housing, e.g., the presence of military or government facilities, large stocks of aging or seasonal housing, etc. These major constraints usually help shape local rental housing options by determining the extent of vacancy as well as local price ranges.
 - (d) Enclosure (11) provides a general scope of services describing housing market research elements. Commandant (G-WPM-4) also will provide technical assistance on request, including a detailed sample scope of services. This scope should provide for appropriated updating and for follow-up services needed for clarification or revalidation. MLC commands have planning staffs available to assist with writing scopes of services, reviewing studies, contracting, and funding.
 - (e) Various AFC-30 accounts or survey and design budgets fund housing market studies.
- 5. Documentation Requirements. Current policy in the Planning and Programming Manual, COMDTINST M16010.6 (series), establishes a chain of planning and programming documentation to justify proposed projects so they can compete for appropriated funding (AC&I or OE). Retain documents supporting housing acquisitions on file. Enclosure (12) contains a visual display of the planning flow. The planning process should entail these elements for housing projects:
 - a. Problem Statement. This document, the initial programming notice of a facility requirement, identifies the facility requirement in the Shore Facility Plan (SFP). See Enclosure (13).
 - b. Planning Justification. Normally, submit a planning proposal or comprehensive plan at least 60 months before the budget year. See Enclosure (12) and/or the Coast Guard Civil Engineering Manual, COMDTINST M11000.11 (series). Identify actual or potential safety hazards to determine their relevance to the acquisition decision. An example of such hazards is the vulnerability of units with sub or intra-slab ducts or crawl spaces to pesticide contamination.
 - (1) General. Planning should present valid housing alternatives and relevant acquisition factors as a basis for decision. Document the need for housing with factual information describing the local housing market and specifically noting adequacy factors (cost, commuting time and/or distance, quality of condition, etc.) as described in Section 6.B.2. Always evaluate the need for recreational, messing, and maintenance facilities. Identify operation and maintenance,

administration, or housing referral staffing and/or contract needs; see Section 2.C. Always include an economic analysis comparing costs of leased housing, if available, with housing construction, purchase, transfer, rehabilitation, or other acquisition alternatives. See Enclosure (14) for housing planning guidance.

- (2) Family Housing Planning Factors. Basic family housing planning guidance, including floor area and bedroom-mix criteria, derives from OMB Circular A-45, Enclosure (15). Family housing design and construction guidance appears in the Civil Engineering Manual, COMDTINST M11000.11 (series). Additional guidance on critical planning factors appears below.

- (a) Site Planning. Successful housing site development involves sensitivity to all relevant planning factors, normally including the physical constraints of sun and wind direction, natural and man-made features in and around the site, vehicular access, and the site's various dimensions (capacity). Besides the site's physical properties are the imposed constraints of cost, demand (number of units required), quality (the housing amenities), and time. Given these factors, the ideal housing site is level, requires minimal rearrangement, and permits a variety of housing scenarios, i.e., how housing units are arranged horizontally and vertically on the site. For example, 4-to-an-acre single-family houses are clearly unreasonable in heavily urban areas, while high-rise flats are neither reasonable nor desirable in rural situations. Planners can develop successful multi-family Coast Guard housing without over-crowding or appearing slum like.

- (1) Site development standards will be promulgated for the Coast Guard. In the interim, Commandant (G-WPM) in conjunction with Commandant (G-SEC) will control the density of site development. Housing density, the number of units per acre, strongly correlates with housing development cost. Commandant desires efficient, cost-effective housing site usage, a rational selection of housing types, and a safe, pleasing, easily accessible neighborhood environment.

- (2) In general, seven housing units per net acre is considered a reasonable site-development target. In practice, not all sites available to the Coast Guard accept such a density, nor are seven units always a rational number for development. However, under-utilization is as common as overuse and both extremes are undesirable. As Coast Guard housing funding becomes increasingly harder to obtain, it has become important to consider land use as carefully as housing development costs.

- (b) Rank Designation. As noted in Section 6.C.1. not more than 25 percent of a housing site may be designated for officers. The Coast Guard operates few housing sites large enough to accommodate full rank stratification. It is policy to limit rank stratification as much as possible except for commanding

officer quarters.

- (c) Bedroom Mix. Base the final bedroom mix for acquisition on a statistical analysis of family size and composition, including national and Coast Guard trends, past experience, and projected changes in staffing patterns. Plan for two-, three-, and four-bedroom units; the Coast Guard does not construct one- or five-bedroom housing units.
 - 1. Small stations (supplying five or fewer units). It is likely, small stations will have no stable family pattern on which to base a final bedroom mix. Statistical analyses of small station data indicate wide fluctuations in Service-wide dependency characteristics. Therefore, Coast Guard policy is to acquire housing in these standard proportions for small stations: 55 percent two-bedroom units, 30 percent three-bedroom units, and 15 percent four-bedroom units. Adjust the bedroom mix for smaller numbers of units accordingly. If only one or two housing units are required, it is reasonable and prudent to acquire three-bedroom units.
 - 2. Medium and large stations (supplying five or more units). A more stable family pattern is likely to exist at medium and large Coast Guard units. A bedroom mix of 55 percent two-bedroom units, 30 percent three-bedroom units, and 15 percent four-bedroom units should be acceptable if the statistical analyses cited above support such a mix. Contingency planning should consider reasonable deviation from this norm to allow possible changes in family size and composition over the housing units' 25+ year life cycle. Planning for three- and four-bedroom units may exceed the actual requirement by only 10 percent.
- c. Environmental Documentation. Housing projects, including acquiring family or unaccompanied personnel housing, rehabilitating, and maintaining existing quarters, or leasing housing facilities are not considered major Federal actions significantly affecting the environment. They do not normally require an Environmental Assessment (EA), Finding of No Significant Impact (FONSI), or an Environmental Impact Statement (EIS). In most cases, a Categorical Exclusion Determination will suffice. See the National Environmental Policy Act Implementing Procedures, COMDTINST M16475.1 (series).
- d. Real Property Documentation. Refer to Real Property Management manual, COMDTINST M11011.9 (series)
- e. Land Assembly. Acquiring land requires obtaining appraisal, title, and option data in accordance with Coast Guard Housing Manual, COMDTINST M11011.13 (series). In addition, consider these factors when planning housing:
 - (1) Funding. Use previous years' Survey and Design (S&D) funds to purchase real property and for all purchase expenses whenever possible. Avoid using scarce housing AC&I funds for this purpose.
 - (2) Time Allowance. Permit sufficient time for the selection and negotiation process,

particularly for purchased housing. Off-season purchase is nearly always more desirable. In colder climates, initiating a purchase at the beginning of the fiscal year will leave little time for acquisition activity before winter.

- f. AC&I Project Proposal Reports (AC&I PPR, CG-2618). Reports are required from the field for all housing projects except purchased or transferred housing involving little or no site development. Questions on the extent and validity of housing need should have been satisfied before PPR submission. The AC&I PPR should arrive in Headquarters approximately 24 months before the budget year. See Enclosure (12) and/or the Coast Guard Civil Engineering Manual, COMDTINST M11000.11 (series); Chapter 6 contains special documentation requirements for purchased units.
 - g. Request for Direct Purchase of Undeveloped Real Property. A Planning Proposal and AC&I PPR are required to purchase sites in the local community for later construction. Make every effort to purchase sites using previous years' Survey and Design funds; otherwise charge the cost of the property to project construction (AC&I) funds.
 - h. Design Development Submittal (DDS). AC&I PPRs and DDSs are required for housing projects at the 35% and 100% design stages. DDS documentation is not required to purchase existing housing or for housing transferred from another agency. The documentation listed above is required for all new housing construction, including factory built and piggyback with another agency's construction housing.
6. Continued Housing Surveillance.
- a. New Housing Acquisition. The Coast Guard primarily relies on the local civilian economy for family housing. The command proposing approval, or designing a housing project must observe what private housing is available and being constructed locally and constantly evaluate current and projected military housing needs against the total available and firmly planned housing supply. If available private housing increases or reductions in requirements are possible to the extent of reducing or even canceling the proposed project, the district commander or unit commanding officer shall so recommend to Commandant (G-WPM). More than two years can elapse between programming and acquisition, so constant surveillance of the housing market is essential. The importance of this continued evaluation cannot be overemphasized, since unnecessary construction can use limited AC&I funds unproductively and subject the Coast Guard to severe criticism, perhaps even jeopardizing future family housing programs.
 - b. Existing Housing. The same considerations about local housing availability that apply to acquiring new housing also apply to existing Coast Guard housing. In the past, the Coast Guard programmed housing construction in many areas, particularly remote, low-growth locations deemed necessary to provide adequate housing support. If such support no longer is necessary, it is critically important for maintenance and logistics commanders, district commanders, commanding officers of integrated support commands or civil engineering units, or unit commanding officers to promptly divest this housing. Two major factors make such action crucial: the advent of the Basic Allowance for Housing (BAH), which provides excellent access to adequate community housing resources for

Coast Guard members, and the extremely high costs of operating and maintaining Coast Guard housing. Thus, the primary reasons for divesting accompanied and unaccompanied housing are:

- (1) Housing Need Has Diminished. The local housing market now is capable of supporting Coast Guard members, DoD housing has become available, or some combination of circumstances has made continued operation of owned housing unnecessary to provide adequate quarters. A Coast Guard housing market study is not required to support this conclusion, but a documented housing cost-and-availability analyses is mandatory.
- (2) Excessive Operations Cost. The housing support costs are excessive compared to the cost of current housing allowances or other suitable, available, accessible housing options. The analysis shall fully consider all known support costs, including projected renovations, environmental remediation work, mid-life repairs, etc. Contact Commandant (G-WPM-4) for further guidance about this analysis. Operating Unit Disestablishment.

7. Housing Inventory.

- a. Inventory Management. Commandant (G-WPM-4) maintains a current inventory of Coast Guard housing resources. Housing officers must coordinate at all times with real property managers at all operating levels to ensure the Service-wide housing inventory is accurate. Inventory data assists in establishing program requirements and justify related appropriations requests. Take care in identifying any change or revision in housing units' numbers and/or status. See Chapter 6. Area Housing Authorities monitor HMIS to ensure accuracy of inventory.
- b. Housing Photographs. Commandant (G-WPM-4) maintains photographs of Coast Guard-owned housing as an information resource. After acquiring accompanied or unaccompanied housing, send Commandant (G-WPM-4) one set of 5" X 7" photographs, *including: an overview photo, if possible; representative housing types; and housing facilities, e.g., recreation or play areas, maintenance building, etc.*
- c. Guest or Transient Housing. Supported through non-appropriated funds, guest and transient or recreational facilities are not subject to family housing occupancy and other management criteria. Request permission from Commandant (G-WPM-4) to divert family housing to transient use. See CG Morale, Welfare, and Recreation Manual, COMDTINST M1710.13 (series). Commandant (G-WPM-4) will consider acquiring guest quarters individually where needed as funding permits. Space Component Standards, COMDTINST M11012.7 (series), contains standards for guest or transient housing.
- d. Design Classifications.
 - (1) Housekeeping quarters. Living accommodations including individual kitchen facilities; except under unusual circumstances, provided only for personnel accompanied by their dependents.

- (2) Nonhousekeeping quarters. Living accommodations normally provided for bachelor or unaccompanied personnel (UPH). In a few locations, these quarters were obtained by converting buildings originally acquired as public family quarters.
- (3) Detached, one-story house (SD). A living unit having no units above or below and separated from other living units by intervening space.
- (4) Semidetached, one-story house (SS). Two dwelling units separated by a vertical party wall. Commonly called a duplex.
- (5) Attached, one-story house (SA). A dwelling unit attached or joined to two or more houses. Commonly called a row house or townhouse.
- (6) Detached, two-story house (TD). Same as (3) above, but incorporating a second floor in the design. Normally used where this type of architecture is common locally or available land is scarce, requiring higher density.
- (7) Semidetached, two-story house (TS). Same as (4) above, but two-story.
- (8) Attached, two-story (TA). Same as (5) above, but two-story.
- (9) Detached, three-story house (ZD). Same as (3) and (6), but three story.
- (10) Semidetached three-story townhouse (ZA). Same as (4) and (7) but three-story.
- (11) Attached, three-story (ZS). Same as (5) and (8) but three-story.
- (12) Apartment, two or more Stories (AA). A living unit having other living units above or below and sharing a common stairwell with one or more living units.
- (13) Condominium housing. Multifamily housing complex (SA, TA, AA) where individuals own the housing units and combine to share maintenance costs, usually obtained by private contract.
- (14) Conventional housing. Fixed-site, permanent housing constructed in place from raw materials cut and sized on the job.
- (15) USAHOME. Designed by DoD. Predetermined, factory-built, completely finished components, erected at the site.
- (16) Relocatable. Designed by DoD. Factory- or site-built sectionalized units designed so they can be disassembled or modified and relocated from one site to another. Very similar to the USAHOME.
- (17) Modular. Factory-built, three-dimensional units, usually finished inside and out, truck-delivered to the site and crane-lifted onto a prepared foundation (slab, crawl space, or basement).

- (18) Panelized or Factory-Cut. All basic components are produced in a factory and trucked to the site where workers assemble them into a closed-in unit on a prepared foundation and complete final interior and exterior finishing. Factory normally provides all finishing materials and equipment.
- (19) Trailers and Mobile Homes. Mobile housing units designed for ready conveyance over highways. See Section 4.C.3.e.

e. Financial Arrangement Classification.

- (1) Public Quarters. "Public quarters" refers to government housekeeping and non-housekeeping dwelling units for which military occupants forfeit their BAH. Comptroller General decisions applicable to Federal agencies and Court of Claims decisions use the term "public quarters" to identify all government-owned or -controlled housing, irrespective of the basis on which the housing is occupied. Although the Coast Guard knows this application of "public quarters" is general government usage, it uses the more limited definition above when discussing military housing operations. Report civilian-occupied family dwellings that are public quarters when occupied by military personnel as public quarters.
- (2) Rental Housing. This classification includes housing that does not meet public quarters adequacy standards but approved for temporary retention and quarters occupied by civilians or foreign officers. Study all housing in this category to establish the rental rate. When lodging military personnel in any housing the Secretary has designated as inadequate public quarters in accordance with legislative authority and regulations established by the President, charge rent determined by the higher of the fair rental value (FRV) and/or the operation and maintenance (O&M) cost, up to a maximum rental rate of 75 percent of the Basic Allowance for Housing (BAH-II). See the Pay Manual, COMDTINST M7220.29 (series), Section 3.D.7. for additional information on the rental fee for inadequate quarters. For further guidance on rental housing, see Sections 5.E.8., 6.D.5.d., 6.E.2.c., and Enclosure (15).

f. Permanence Degree Classification.

- (1) Permanent Housing. Is suitable for long-range use (more than 25 years) due to construction type, usable floor area, room layout, and general livability.
- (2) Temporary Housing. Is structurally sound but not considered suitable for long-range use due to construction, usable floor area, room layout, and general livability.
- (3) Emergency Housing. The construction, design, and livability are so inadequate it is acceptable habitation only under hardship conditions warranting immediate relief by acquiring adequate housing.

D. Other Housing Acquisition Sources. Besides housing provided through AC&I programming and the leased housing programs, consider and use other family housing sources when and where appropriate.

1. Department of Defense Housing. DoD installations may have excess family housing they can make available to Coast Guard personnel. With Commandant (G-WPM-4) approval, Area Housing Authorities may establish Interservice Support Agreements (ISSAs). See Enclosure (2).
2. Deactivated Housing. At installations where DoD has deactivated family housing units, the Coast Guard should consider reactivating these units when additional housing is required. Factors precluding reactivation include accessibility, urgency of need, probable period of use compared to cost, and reasons for deactivation (substandard quarters, legislation, safety factors, available private housing). Also, estimate availability of funds for reactivation and operation and maintenance. Obtain advance approval from Commandant (G-WP) before requesting the host service to consider reactivating inactive units. If fully justified, program AC&I funds to reactivate units to be transferred to Coast Guard ownership.
3. Community Housing Resources. Section 3.C.7 describes various community housing alternatives using government mortgage insurance and Coast Guard Mutual Assistance.

E. FY-96 Housing Authorities.

1. Background. In fiscal year 1996, Congress gave the Coast Guard a set of business-like tools contained in 14 USC 680-689 to improve housing. The Coast Guard Housing Authorities (CGHA) parallel DoD's and allow privatizing existing housing sites, contracts to have private sites built, and conveying sites in exchange for housing services. The CGHA expires in September 2001 unless Congress enacts an extension.
2. Goal. The Coast Guard's goal is to improve members' quality of life and reduce AC&I costs by divesting older housing in areas with adequate community housing or rehabilitating housing through privatization where cost-effective. A January 1999 Feasibility Study recommended using the CGHA to analyze potential sites in detail.
3. Potential Project Development. Commandant (G-WP)'s policy is to use the CGHA to assess all housing sites. Coast Guard maintenance and logistics commands (MLC) are currently developing a list of potential projects with field input and Commandant (G-WP) and (G-S) oversight. Ultimately Congress must approve and MLC commanders execute potential projects.

TABLE 4-1

CUTTER HOUSING PLANNING FACTORS							
Cutter Class ¹	Number in CutterClass	Personnel Allowance				Family Housing Units ²	Unaccompanied Members Authorized Ashore Berthing (UPH/UPLH) ³
		CO	WO	ENL	TOTAL		
WAGB-290	1	7	1	67	75	46	12
WAGB-400	2	11	4	119	134	76	25
WAGB-20	1	7	3	57	67	50	3
WHEC-378	12	14	4	147	165	91	33
WIX-295	1	3	2	29	34	23	8
WLB-180	20	5	2	42	49	29	7
WLB-225	5	5	2	36	43	28	5
WLI-100	1	0	1	14	15	9	5
WLI-100A	3	0	1	14	15	9	5
WLIC-160	4	0	1	13	14	8	5
WLIC-100	2	0	1	14	15	8	5
WLIC-75	8	0	0	13	13	8	4
WLM-175	6	0	0	17	17	8	5
WLM-133	2	0	1	23	24	14	5
WLR-115	1	0	0	20	20	10	9
WLR-65	6	0	0	13	13	8	4
WLR-75	12	0	0	13	13	8	4
WMEC-210	16	11	1	63	75	43	12
WMEC-230	1	9	1	68	78	43	13
WMEC-270	13	11	3	86	100	60	18
WPB-110	49	2	0	14	16	10	4
WPB-82	32	1	0	9	10	6	3
WPB-87	4	0	0	10	10	6	3
WTGB-140	8	2	1	14	17	10	2

Notes:

1. Personnel allowances and cutter information obtained from Commandant (G-CPA).
2. Number of housing units is total needed for estimated number of members with dependents aboard specified cutter.
3. Number of unaccompanied E-4, E-3, and E-2 members aboard specified cutter not entitled to single BAH and authorized UPH/UPLH berthing.

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CHAPTER 5. HOUSING MANAGEMENT

A. Housing Management Information System (HMIS).

1. General. The Coast Guard Housing Program uses the Housing Management Information System (HMIS) application to manage and track the activities of owned, UPH, and Leased Housing Programs. AHO's, LHO's, UPH managers are responsible for maintaining accurate, up-to-date inventory and occupancy information related to the housing assets they manage. Its use is mandatory.
2. HMIS User Guide. Detailed, comprehensive information and guidance, is found in the HMIS User Guide, available from Commandant (G-WPM-4).
3. Required Reports. Use HMIS to generate reports at all levels. Since HMIS is a real time system, paper reports are no longer required as Headquarters and MLCs will run reports as needed. Commandant uses the data obtained from the list of critical reports contained in enclosure (1) to establish funding levels and measures of efficiencies. AHO's, LHO's and UPH managers should run the reports routinely to assist in their management of the program.

B. The Housing Officer.

1. General. Housing Officers act in many capacities in performing their duties. They serve as staff advisors on housing matters to the Area Housing Authority. They are the buffer and the channel between the command and housing occupants. Housing officers develop and execute programs for the operation of housing; and combine consideration of maintenance requirements with fund availability and occupant satisfaction in executing programs for the maintenance and operation of housing (refer to Chapter 2). These considerations for the most part are continuous and reflect the need for good preparation and execution whether for the effective use of all housing resources or for contribution to good community relations.
2. Local Authority. The Housing Officer's authority is derived from the Housing Authority when the housing is located within the confines of a base or station. Where the housing complex is independent, off base, and serves an entire area, the Housing Officer shall report in accordance with instructions promulgated by the Area Housing Authority.

C. Occupancy Management.

1. Initial Occupancy Procedures.
 - a. Availability of Units. Maintain close contact with the personnel responsible for constructing, purchasing, or transferring family housing in order to plan the units' availability for initial occupancy. By such contact, changes in schedules can be readily determined and occupancy schedules adjusted. To the extent feasible, it is desirable to have housing office staff participate in trial inspection of units and for acceptance of newly constructed or rehabilitated housing from the contractor. These visits help housing staff to familiarize themselves with the units' features and with the operation of installed equipment. It is also the time for the housing staff to ask questions regarding features of

the new or newly acquired housing units.

- b. Scheduling Initial Occupancy. Preplanning of initial occupancy is essential to ensure occupancy of units as they become available, minimize vacancy loss, and achieve maximum beneficial use. Once units' availability date becomes reasonably firm, promptly notify applicants of selection or assignment to permit them to arrange moving and give their landlords notice. Where feasible, before occupancy it is desirable to indoctrinate occupants about housing regulations, owner responsibilities, and equipment use. If this training is not possible, allow time in the occupancy schedule to permit such indoctrination. It is important to schedule administrative procedures, e.g., inventory, inspection, keys, etc., and allocate occupancy by units or areas to avoid congestion by movers.
- c. Initial Occupancy Report. When newly acquired housing is initially occupied, advise Commandant (G-WPM-4) within 30 days of such occupancy so they can transfer funds for maintenance and utilities and update the master family housing inventory. Include the following in the reports:
 - (1) The unit's full address;
 - (2) The occupant's name and rate; include Service branch if not Coast Guard;
 - (3) Occupancy date;
 - (4) Designation; see Section 4.C.7.d.;
 - (5) Number of bedrooms;
 - (6) Year built, renovated, or acquired.

2. Subsequent Occupancy. The following applies to normal continuing operations of existing active housing and new projects after initial occupancy:

- a. Vacancy Loss. Hold to a minimum the period when housing is vacant on change of occupancy. Unoccupied active housing represents a loss to both the government, as BAH or ISSA payments fund other housing alternatives, and to prospective occupants in terms of beneficial use. Maintaining an up-to-date waiting list, prompt scheduling, and advance notice to prospective occupants are essential actions to help ensure housing will be occupied as soon as it becomes available. Of equal importance is planning maintenance to minimize vacancy loss on change of occupancy. Steps which can be taken to accomplish this purpose include inspection prior to vacating; exterior maintenance during occupancy; scheduling maintenance before vacating; concentration of maintenance to accomplish work in the minimum time without delays between related work; and prompt inspection of completed work.
- b. Streamlined Occupancy Procedure. Adapt management techniques to fit local conditions and minimize vacancy on change of occupancy. Evaluate local maintenance and assignment practices for any necessary changes. The following are representative

techniques which can be employed.

- (1) Inspection and Maintenance Prior to Vacating. Inspecting the dwelling before termination, per Section 5.D.4.d., serves two purposes. First, it permits the tactful alert to occupants about any items of occupant maintenance necessary to have the unit in satisfactory condition for inspection at vacating. Secondly, it enables inspectors to determine what work is required. Schedule work on this basis.
 - (2) Essential Maintenance. Units should not be held vacant until all maintenance items are complete. Some items are not a bar to occupancy and are readily done afterward, e.g., replacing a cracked window glass or a missing towel bar. Start the checklist of all work required with those items essential for occupancy or that would cost appreciably more after occupancy. The unit should be made available for occupancy on completion of those essential items.
 - c. Planning Maintenance Requirements and Improvements. Basic considerations in planning maintenance are the availability of funds and station forces, contractors' capability, the influence of weather conditions, the availability of housing units for maintenance work, and a due regard for minimum disruption of daily housekeeping and annoyance or hazard to housing occupants. Incorporate these considerations into maintenance and consider the occupant to a greater degree than in maintaining other facilities. In applying business management principles to managing family housing, emphasize the economic of value proposed maintenance and improvements. Such evaluation must consider the affect of repair versus replacement on the anticipated duration of use. The anticipated remaining life of dwelling structures' equipment and components is a useful tool in planning requirements. However, it is a valid planning tool only in terms of continued use. These considerations apply to maintaining structures, equipment, and furnishings. For programs over several fiscal years, apply the concept of planning and scheduling maintenance and improvements to all levels from normal recurring maintenance. Only in this way can we virtually eliminate stopgap maintenance and use limited funds effectively. Recouping BAH from the tenants is the primary source of these funds.
3. Maximum Utilization. Strict adherence to assignment policy should assist Local Housing Authorities in assigning quarters equitably and promptly. Commandant (G-WPM-4) established standards and goals for the use of military family housing in terms of percentage of time units are occupied, see Section 5.C.4. The objective is to reduce the time units are vacant to the absolute minimum and make the maximum number of units available to eligible families and conserve public funds by savings in BAH or ISSA payments. In addition to the guidelines and standards in TABLE 5-1, these rules apply to using family housing:
 - a. Command and key-billet quarters shall not be kept vacant in excess of 90 days. Temporary assignment of these quarters to transients or persons awaiting assignment to quarters is authorized when in the best interest of the Coast Guard, in which case the limitations of Section 6.E.2.a is waived.
 - b. Other quarters will not be kept vacant for assignment to personnel for more than 10 days

after a unit is ready for occupancy. An exception may be granted only when advance application has been made in accordance with Sections 6.D.7 and 6.D.8.a, and the member has been advised that quarters will be available upon arrival.

- c. When public quarters (adequate or inadequate) are not excess but are not currently required for eligible members and key civilians, consideration shall be given to assigning or leasing family housing to other personnel pursuant to Section 6.D.11. The government shall retain the right to cancel such assignments or leases on a 30- to 60-day basis as determined by the Housing Authority.
 - d. To reduce operations and maintenance costs when requirements change and result in prolonged vacancies, consolidate among housing areas and any multifamily structures within areas to concentrate occupancy as compatible with desired separation of officers' and enlisted quarters.
 - e. When there are sufficient military personnel stationed in the area, do not permit public quarters to remain vacant. If military personnel do not desire to occupy available public quarters, assign these personnel to quarters unless they qualify for an exception under other compassionate reasons as determined by the Area Housing Authority. If a member forfeits BAH but elects not to occupy assigned quarters, end that member's assignment before subsequently assigning the quarters to another person or for any of the general reasons for termination. See Section 6.D.10. for procedures to stop or start housing allowances on assignment to or termination of quarters.
 - f. Assign quarters involuntarily only with the Housing Authority's approval after a complete review of each situation has determined such action is necessary to obtain satisfactory use of public quarters. Direct any appeal of the Housing Authority's decision to the Area Housing Authority.
4. Goals. Established occupancy goals for family housing are 98 percent for adequate and 93 percent for inadequate housing. Attaining these goals generally will require most housing units to achieve occupancy rates of 99 percent for adequate and 95 percent for substandard quarters to compensate for unavoidable vacancies due to major repairs, improvements, or an abnormally high personnel turnover. Accordingly, each Housing Authority should specify goals of 99 or 95 percent against which they measure their own performance. Coast Guard family housing occupancy rates are expected to be distinctly higher than those normally experienced in commercial rental housing for these reasons:
- a. Occupants provide ample advance notice before moving out.
 - b. Housing Officers may assign quarters involuntarily.
 - c. Coast Guard family housing is acquired only where needed to fill a programmable deficit.
 - d. A reservoir of military personnel lives in private community housing and/or awaits assignment to quarters.
5. Methods of Measuring Usage Efficiency. TABLE 5-1 guidelines assist housing authorities to

measure efficiency in family housing use. These are expressed in terms of days delay for accomplishment of tasks and represent the optimum. Although consistent attainment by all housing authorities may not be possible, failure to attain efficient use should prompt a review of each situation to correct it or to assess fully the factors which prevent attainment.

Experience has shown that a common deficiency causing extended vacancies in quarters is the lack of adequate liaison between the housing office and the office responsible for performing maintenance, repair, and improvements. Housing should not be held vacant for minor work which can be done without undue disturbance to done when units are vacant, maintenance personnel must have advance notice as to when the quarters will be vacant to program the work. After quarters are released for maintenance, repair, or improvements, the housing office must have advance notice as to when the work will be completed to notify the next occupant and assign the quarters on the first day they are ready for occupancy. This requires that close liaison be established by the Housing authority with maintenance personnel.

6. Records.

a. Occupancy Records. Local Housing Authorities shall maintain personnel and occupancy records by using the HMIS database required by Section 5.A.1. The HMIS database will store this data for up to six years. If the HMIS database is unavailable, maintain personnel and occupancy records showing each set of quarters' occupancy history. Record and file occupants' names, date in, date vacated, inspection reports, forwarding addresses, and any other remarks or documents needed for future reference.

b. Maintenance Records. Facility engineers or public works offices shall maintain housing unit maintenance records for each set of owned quarters. The maintenance history of housing units is not recorded in the HMIS database. These records should record periodic and essential maintenance requirements, including environmental hazard monitoring information, needed for occupancy of the unit. Maintenance Assessment Guide for Coast Guard Housing, COMDTPUB P11101.21, provides basic maintenance information and all housing maintenance personnel should use it.

7. Periodic Reviews. Review housing occasionally to assess existing housing for minimum adequacy criteria. The AHA, LHA, CEU, and other interested parties should review housing operating and maintenance costs periodically -- at least annually. Consider replacing or terminating units either with high annual operating and maintenance costs or marginally adequate. Compare such units' continued operation to the community support housing supply. Use current housing market data in this latter evaluation to ensure noting changes in local housing quantity and type.

8. Cost Saving. Using housing efficiently is critical to effective cost management. Reducing operating and maintenance expenditures while increasing housing assets' use reduces BAH and ISSA payments. Because of squeezed operating and management funds in many areas, cost-saving actions are extremely important. Commands responsible for maintaining housing must reduce maintenance and repair time during occupancy changes to ensure prompt availability of units for assignment. Commands that assign and maintain housing should take all possible action to ensure at least 98 percent occupancy of units.

D. Inspections.

1. Authority.

- a. Government-owned Housing. 10 U.S.C. 2775 and 14 U.S.C. 93(e) contain authority to inspect government-owned housing.
- b. Coast Guard-Leased Housing. 14 USC 475, 10 USC 2775, 14 USC 93(e), and 49 CFR 1.46 (o) contain authority to inspect Coast Guard-leased housing.

2. Purpose. To maintain quarters in sound condition for Coast Guard members, minimize damage by checking for structural flaws, monitor proper maintenance so quarters are clean and adequate for occupancy, and ensure they and their immediate surroundings do not contain unsafe conditions.

3. Policy. Area Housing Authorities, Local Housing Authorities, or their authorized representatives conduct all regular inspections listed below. The Housing Authority also must inspect owned or leased housing "for cause" to ensure tenants meet occupancy regulations. Inspectors will use a Quarters Condition Inspection Report, AF Form 227, Enclosure (5), or an equivalent at each inspection. Housing inspectors who, during their inspection, observe or suspect neglect and/or abuse of a family member shall report such instances to the unit Commanding Officer or Family Program Administrator (FPA). All housing inspectors should seek training from their local FPA to help identify and respond to abuse or neglect situations. At a minimum, all housing inspectors shall be familiar with the Family Advocacy Program, COMDTINST 1750.7 (series).

4. Family Housing Inspections.

- a. Prelease Inspection (Leased Housing Only). LHOs shall conduct a pre-lease inspection to determine the quarters' material condition before negotiating a residential lease. Use a Quarters Condition Inspection Report modified to reflect this type of inspection. The lessor shall sign the inspection form and receive a copy.
- b. Preassignment (Check-in) Inspection. When notified of a housing unit's availability, applicants shall accompany the inspecting officer on a preassignment inspection. The inspector shall complete a Quarters Condition Inspection Report and allow the applicant to list on it any disagreement with the inspecting officer's condition ratings before the applicant signs it. If applicable, also complete a Family Housing Furniture Inventory. The inspector shall counsel applicants on areas of tenant responsibilities summarized below and in Section 6.E. Area and Local Housing Authorities are encouraged to document completing Steps (1) through (5) below.
 - (1) Care of property and safety considerations;
 - (2) Operation of government-provided equipment;
 - (3) Energy Conservation. See Section 5.E.4 of this manual.

- (4) Local housing regulations; and
 - (5) BAH overpayment and repayment. Stress the tenant repays any BAH overpayment caused by pay-processing lag time.
 - c. Regular Inspection. Regularly inspect within 12 months of initial occupancy and at least every 12 months thereafter.
 - d. Pretermination Inspection. Conduct a pre-termination inspection NLT 30 days before the tenant's actual departure date. Tenants shall accompany the inspector unless operational commitments prevent them. Complete a Quarters Condition Inspection Report and inform the tenant of any conditions requiring restoration. If applicable, check the Family Housing Furniture Inventory against the initial occupancy inventory and, if discrepancies exist, inform the tenant of his or her responsibilities under Section 6.G.
 - e. Termination Inspection. Conduct a termination inspection on the tenant's departure date. The tenant shall accompany the inspecting officer unless operational commitments prevent the tenant from doing so. Reinspect the entire unit, paying particular attention to discrepancies noted on the pre-termination inspection Quarters Condition Inspection Report. If applicable, complete a Family Housing Furniture Inventory. Comply with Section 6.G. in handling responsibility for loss or damage.
 - f. Inspections for Cause. The LHA may inspect assigned quarters for due cause to ensure safety, health, and welfare.
- 5. Unaccompanied Personnel Leased Housing. Inspect quarters on each member's occupancy and termination in accordance with Section 5.D.4 above. Conduct regular inspections at least once every 12 months.
 - 6. Safety. During all housing inspections, the inspector shall be particularly alert to note safety deficiencies, e.g., frayed electrical wiring, worn or damaged electrical fixtures, loose or damaged flooring, damaged or excessively dirty cooking appliances and vent hoods, proper operation of smoke detectors, etc., and initiate corrective action as required. Additionally, inspecting officers shall ensure occupants are following the Commandant's policy on portable heating devices contained in Section 5.E.5., which forbids tenants to use portable fuel-fired heating devices in government-owned or -leased quarters. Section 5.E.5. and TABLE 8-1 require all housing units to be equipped with one or more working smoke and carbon monoxide detectors.

E. Management Procedures.

- 1. Funding. Effective October 1998, housing funding is no longer tied to housing allowances. All housing units are funded from AFC-01, the pay and compensation account, indexed annually for Cost-of-Living Adjustments (COLA) and not through recoupment of BAH. Coast Guard-maintained housing is funded on occupancy after Commandant (G-WPM-4) receives the initial occupancy reports Section 5.C.1.c. requires. Commercial or DoD-maintained housing be funded by contract or MIPR as part of the acquisition process.

- a. Housing AFC-30 is funded via the District, MLC or HQ budget model. Funding for Housing maintained by commercial contract is at cost as a special line item. For FY-98, Coast Guard-maintained housing received a Service-wide standard rate of \$2,158 per unit for routine maintenance and \$842 per unit for water, sewer, and trash. Any cost increases for commercial or Coast Guard-maintained housing, other than COLA, must be approved by Commandant (G-WPM-4) and funds provided prior to the change being implemented.
 - b. Housing AFC-30E (energy funds) is funded via the Energy budget model for all Coast Guard-owned family housing at the model reate of \$1,500 per unit.
 - c. AFC-43 funds housing repairs costing more than \$3000 for a unit of housing. It is funded from AFC-01 with \$14.7 million (\$2,940 per unit) provided to Commandant (G-SEC). These funds are allocated from Commandant (G-SEC) via MLC and CEU allocation models.
 - d. AFC-12 pays Coast Guard-built housing maintained by DoD. Commandant (G-WPM-4) must approve the negotiated amount before ISSA acceptance.
 - e. Housing funds do not pay for non-housing activities, including recreation facilities, e.g., community centers, libraries, pools, gyms, etc.
2. Accounting. Accurate cost accounting and allocation of Housing Program funds is critical to the housing program's long-term success. The Coast Guard Finance Center Standard Operating Procedures (FINCEN SOP), FINCENSTFINST M7000.1, and Budget Models and Spending Plans, COMDTINST 7132.5, provide information and guidance for Housing Program financial accounting.
- a. Cost Accounting. In FY-97, Commandant (G-CFS) established unique cost centers for Coast Guard family housing sites and provided accounting lines allowing all units and AFCs, including AFC-43 projects funded by a CEU, to charge housing expenses to housing cost centers. FY-97 DAFIS reports indicated a need for a more diligent housing cost accounting effort. Many family housing sites report a 50 percent usage of housing funds, yet request additional funds in their spending plans, E-mails, and letters. Copies of housing site cost centers for specific areas are available on request from Commandant (G-WPM-4).
 - b. Ensuring Proper Cost Accounting.
 - (1) Unaccompanied Personnel Housing. Use administrative target unit (ATU) accounting line. Substitute service-wide cost center 78656 for specific unit OPFAC. Use ATU unique program elements to identify command.
 - (2) Family Housing.
 - (a) AFC-30. Substitute the housing site's unique cost center for unit OPFAC in ATU specific account line. Use object classes listed in Budget Models and Spending Plans, COMDTINST 7132.5 where feasible.

- (b) AFC-43. Use housing site unique cost center with MLCLANT, MLCPAC, Training Command, or HQ unit region code as appropriate. Region unique program elements provided by Commandant (G-CFS) identify the civil engineering unit contracting the AFC-43 work.
- (3) Commercial Leased Housing. Commandant (G-WPM-4) provides Area Housing Authorities with the region P accounts and establishes funding limits: Use Service-wide cost center 78651 for families and unaccompanied personnel. Use AFC-11 for officers and AFC-12 for enlisted.
- (4) Interservice Support Agreement (ISSA); see Section 5.G. for policy and guidance:
 - (a) Coast Guard personnel occupying DoD quarters. Use the region P accounting line provided by Commandant (G-WPM-4). Charge cost to Service-wide cost center. Use AHA-unique program element from the FINCEN SOP, FINCENSTFINST M7000.1. Use object class 2521 to indicate DoD contract service.
 - (b) DoD personnel occupying Coast Guard quarters. Use region P accounting line provided by Commandant (G-WPM-4). Credit cost to housing site cost center. Use AHA-unique program element from the FINCEN SOP, FINCENSTFINST M7000.1. Use object class 2521 to indicate DoD contract service.
 - (c) Civilians occupying Coast Guard quarters. Use region P accounting line provided by Commandant (G-WPM-4). Credit cost to housing site cost center. Use AHA-unique program element from the FINCEN SOP, FINCENSTFINST M7000.1. Use object class 2322 to indicate non-GSA rental.
- c. Oversight.
 - (1) Area Housing Authorities shall monitor their account reports and correct errors weekly to ensure accurate costing to their housing accounts. *Exceeding annual leased housing allocations is prohibited.*
 - (2) Commandant (G-WPM-4) will monitor housing obligations and expenditures quarterly by site and audit selected sites to improve targeting of housing funds.
- d. Funding Impact. FY-00 funding will reflect housing FY-99 successes. O&M planning, execution, costing, and occupancy. Good stewardship requires the Coast Guard to recoup personnel pay and compensation funds not required for housing.

3. Housing Expense.

- a. Policy. Monitor and control Coast Guard housing expenses. The goal is quality housing for Coast Guard members at the lowest life-cycle cost. When considering using AC&I or AFC-43 funds, perform an economic analysis to determine whether retaining the housing is the most cost-effective alternative for the Coast Guard. Similarly, whenever

considering extensive repairs or renovations, an economic analysis should address the need for repair or renovation, especially in areas with older government housing units and an adequate supply of community housing. Improvement costs should never exceed 75 percent of a structure's value. See the Civil Engineering Manual, COMDTINST M11000.11 (series), for life-cycle cost analysis guidance.

- b. Limitations. Standards for housing maintenance of housing facilities are found in the the Civil Engineering Manual, COMDTINST M11000.11 (series). Qualified expenses for AFC-30 are found in Budget Models and Spending Plans, COMDTINST 7132.5 (series).

- (1) Operations and Maintenance. District and MLC budget models provide adequate AFC-30 operations and maintenance funds for most family housing. Because sites vary widely by age, construction type, and required maintenance, it's impossible to assign a set dollar value to yearly O&M cost. In general, the average for routine AFC-30 O&M costs is about \$6,000 annually; no single unit should exceed \$10,000 annually. Where O&M costs exceed this limit, Area Housing Authorities shall request the responsible ISC to investigate alternatives, including divesting government housing. The expense guidelines below are appropriate for all housing sites. To comply with Section 5.E.2, supplies and services funded under this standard must directly support family housing units; charge them to the housing site cost center.

- (2) Allowable O&M budget model standard expenses:

- (a) AFC-30 Maintenance: Preventive maintenance; repair service orders; change of occupancy maintenance; appliance replacement; grounds maintenance and unique contract items (e.g., school bus service) in locations with exclusive federal jurisdiction.

- (b) AFC-30 Utilities: Water, sewer and trash.

- (b) AFC-30E Energy: Electricity, fuel oil and gas (LP or natural).

In accordance with Section 5.E.2, supplies and services funded with this standard will be charged to the housing site cost center and must be used in direct support of family housing units.

- (3) Housing site expenses not chargeable to O&M budget model standard funds: Security contracts (special contract line item in ATU budget); Police and fire protection (special contract line item in ATU budget); repair or maintenance of non-housing buildings (e.g, community centers, libraries) (funded in ATU facility square footage); operating costs of recreation facilities (e.g., lifeguards, equipment and chemicals for swimming pools; judges and referees for sporting events shall be funded with MWR funds and/or user fees)

- (4) Improvements. Improve family housing to the minimum necessary to meet modern local adequacy standards and comply with the Coast Guard's policy of lowest life-cycle cost. CEU Commanding Officers shall include a life-cycle cost analysis as

part of the planning process for any improvement costing more than \$15,000 per unit.

- c. Long-Term Planning Factors. Future requirements for Coast Guard housing should maximize using adequate community-based housing and seek to divest unneeded housing. Plans for essential housing should always consider life-cycle cost-effectiveness in the decision framework for rehabilitation and improvements. Historically, long-term planning has not always included realistic infrastructure replacement costs. In addition to life-cycle costs, long-term plans should address:

Suitability for intended use, including operational needs; safety requirements; environmental concerns, both on-site and adjacent off-site.

4. Utility Conservation.

- a. Responsibility. Housing officers are responsible for energy conservation, education, and enforcement in Coast Guard housing.
- b. Conservation. On admission to Coast Guard housing, brief occupants on ways to conserve energy, the importance of conservation, and the command's policies on energy abuse.
- c. Records of Utility Usage. Housing officers shall maintain records of utility usage at all housing sites. Master meter readings can be taken monthly or quarterly. If the same information is available from utility bills, housing officers may use them to provide the consumption figures. Use the information to:
 - (1) Assess the energy efficiency of a building or group of buildings. Plan retrofit projects that would improve efficiency.
 - (2) Isolate housing from other energy usage and locate any energy losses.
 - (3) Increase energy use accountability.
 - (4) Decrease energy use in housing by encouraging and enforcing conservation.
- d. Monthly Readings. Take monthly readings of all individually metered utilities, if this information is not available from utility bills. Inform occupants of all individually metered units of their actual utility usage. Employ one or more of these methods to evaluate utility usage:
 - (1) Compare current with past utility use in the same housing unit. This method necessitates a good amount of historical data and takes degree-days into account, but does identify the member whose utility use is out of line.
 - (2) Compare utility use in Coast Guard-owned housing with utility use averages from similar community housing. Local utility companies usually can provide this data. While this is probably the simplest method of comparison, it is also the least

precise and requires a greater margin for error. This method usually is used in Coast Guard-leased housing.

- (3) Compare utility use in one Coast Guard-owned housing unit with others of similar size and type. This method is more suitable for housing sites having a relatively large number of Coast Guard-owned units.
 - (4) Compare utility use in Coast Guard-owned housing units by size and type with standards or standard ranges established by energy audits (many utility companies offer this service) or private contract. The audits provide seasonal base lines for usage and guidelines on conservation and specific conservation improvements.
- e. Determining Excessive Use. Establish levels based on knowledge and comparison method for low, average, above average, and excessive use.
- f. Enforcing Utility Conservation.
 - (1) Inform members in writing, whose utilities use is determined excessive. Notify the member in the initial letter that the utility use is excessive and warn about occupancy termination if excessive use continues. Conduct an energy audit. Work with the member and offer ideas about conservation.
 - (2) If excessive use continues, terminate the member's occupancy of quarters in writing. The letter should state despite reasonable notice, the member continued to abuse utility usage. At the AHO's discretion, before ending occupancy, the LHO or HR may write a second notice warning the member of possible occupancy termination if excessive use continues.
 - (3) Maintain a file documenting all telephone calls, visits, counseling sessions, and copies of letters to the member.
 - (4) Commands may refuse occupancy of Coast Guard housing to members previously terminated for failure to exercise energy conservation.
- g. Incentive Program. Implement an incentive program to reward members who conserve energy. Competitions among housing areas or buildings could serve as the basis for such a program.
5. Safety Considerations. Housing officers must be aware of relevant safety programs and make every effort to safeguard housing occupants, as well as the considerable assets represented by owned and leased housing units. Promptly furnish tenants with all reasonable information on present or potential hazards to allay unfounded rumor. Contact the Maintenance and Logistics Command, Safety and Environmental Health Branch, Commandant (KSE) for assistance with such hazards. These are some obvious non-construction hazards recognized in Section 6.E.1.j. as proper subjects of occupancy regulations:
 - a. Storing Dangerous Materials. Housing and housing storage areas must be free of combustibles, explosives, toxic, or other dangerous materials.

- b. Use of Portable and Baseboard Heaters. No kerosene or other portable, unventilated, fuel-fired heaters permitted in Coast Guard-leased or -owned housing. Occupants must comply with manufacturer's instructions when using portable or electric baseboard heaters and may NEVER put such heaters near flammable objects.
 - c. Pesticide Control. Trained, state-certified personnel shall perform all pesticide control applications according to recognized procedures.
 - d. Fireplaces and Wood Stoves. Regularly inspect units equipped with operating fireplaces or wood-burning stoves to ensure safe operation. Clean them before each heating season—or more often, if necessary.
 - e. Smoke Detectors. All housing units shall be equipped with one or more working hard-wired smoke detectors with battery backup on each floor.
 - f. Carbon Monoxide (CO) Detectors. Certain housing units shall be equipped with CO detectors on all living levels and centrally located outside each separate sleeping area. See Section 5.E.7.
 - g. Environmental Risk Assessment. Commandant Instruction 6260.1 (series) establishes a safety and health risk assessment standard and specifies responsibilities for identifying, evaluating, and managing asbestos, radon, and lead risks in Coast Guard-owned housing.
 - h. Recreational Equipment. The command shall provide all residents guidance on safely using, storing, and protecting outdoor, privately owned recreational equipment.
6. Enhanced Fire Protection.
- a. Every five years or when structural problems or new acquisitions occur, housing officers or housing maintenance personnel shall conduct fire-protection inspections of all Coast Guard-owned family housing under their control. These inspections are in addition to required fire-safety inspections because they concern systems used to combat fires, not the prevention of their occurrence. Use the Fire Protection Systems Evaluation, CG Form 5436, Enclosure (16), to assign a score to each housing unit. Most public fire departments offer free inspections and training; using these resources is highly encouraged wherever possible.
 - b. All family housing units must obtain a minimum score of 32 points. If the minimum score is not met, action shall be initiated to upgrade the unit's fire protection to enable that unit to meet the 32-point minimum standard. If corrective action is not feasible or not attainable with local resources, attach the Fire Protection Systems Evaluation, CG-5436, to a Shore Facility Maintenance Record, CG-4094, and submit in accordance with the Civil Engineering Manual, COMDTINST M11000.11 (series)
 - c. Where fire extinguishers are provided, thorough training, proper maintenance, inspections, and proper mounting of the extinguisher shall be provided and documented. Occupants of Coast Guard-owned housing with installed fire extinguishers shall be given a fire-extinguisher orientation within 30 days after occupancy. Placards shall be placed

in plain view on all extinguishers indicating proper use and pointing out that extinguishers are a first-aid tool rather than a fire-protection system. All occupants shall be aware that the highest priority in any fire is to safely evacuate the building.

7. Carbon Monoxide (CO) Detectors.

- a. A CO detector will be installed on all living levels of Coast Guard-owned quarters and centrally located outside each separate sleeping area in any family housing unit which contains any of the following:
 - (1) Appliances using fossil fuels such as natural gases, fuel oil, propane, etc.
 - (2) Wood-burning fireplaces or stoves.
 - (3) Direct physical contact with utility room with fossil fuel burning appliance, as in attached utility rooms for multi-plex units.
 - (4) Attached garages with direct entry into living areas. Unfinished basements, attics, and crawl spaces are not considered living areas.
- b. Detectors must meet these standards.
 - (1) Detectors shall be installed in accordance with NFPA 720, Section 2.2
 - (2) LED read-out with memory function;
 - (3) Minimum 85-decibel audible alarm,
 - (4) CO detection from 0 to 999 PPM,
 - (5) Strict compliance with Underwriters Laboratories (UL) Standard 2034. Substitutions of these requirements are not authorized. Examples of CO detector brands meeting these requirements are Nighthawk, First Alert, American Sensor, and BRK Electronics.
- c. For Coast Guard-owned quarters. Local Housing Authorities will use AFC-30 funds to initially purchase, replace, and maintain CO detectors. All Coast Guard-owned family quarters shall comply with these requirements by October 1, 2000.
- d. For Coast Guard-leased quarters: AHOs are encouraged to negotiate with landlords to comply with the spirit of these requirements.

8. Rent Collection. Rent must be collected for substandard or inadequate quarters which are occupied, and for housing units occupied by personnel of other Services (including foreign services) and by civilians. For military occupancy, refer to Section 6.E.2.c. Civilian occupancy guidance is provided in Enclosures (15). Each rental housing tenant should be informed at the time of initial occupancy and reminded when necessary that rents are to be paid promptly when due at the place specified. Decisive action should be taken when the tenant first

becomes delinquent to help ensure this does not become a habit. The names of all tenants who have failed to pay their rent within 10 working days after the first of each month should be reported to the commanding officer with a request for collection assistance. Continued delinquency requires repossession of the unit and eviction of the tenant.

F. Diverting Housing.

1. Policy. It is the Commandant's policy that housing be utilized for the purpose for which it was acquired or constructed. Facilities constructed as family housing units or permanently converted to such use shall not be diverted to other than family housing use for more than 60 days without specific approval of the Commandant (G-WPM-4). Refer to Section 9.B.2 for diversion of UPH, except when:
 - a. Housing has been classified by Commandant (WP) as inadequate and units are permanently diverted and removed from the family housing inventory in accordance with the findings of the board of survey. Commandant (G-WPM-4) shall be notified of such action so that the units(s) can be removed officially from the housing inventory. Inadequate public quarters which have been inactivated or diverted to non-family use must not be reactivated or again assigned as family housing without the approval of Commandant (G-WP).
 - b. Family units may not be assigned to a chaplain not otherwise entitled to family quarters without specific approval of Commandant (G-WP). The following are guidelines for these assignments:
 - (1) A determination is made by the Area Housing Authority that the specific chaplain(s) cannot effectively perform counseling and guidance service in the existing chapel facilities;
 - (2) Multiple occupancy is effected where there is more than one such chaplain present; and
 - (3) Occupancy will be limited to quarters no larger than two bedrooms.
 - c. Housing shall not be diverted from its original use if otherwise adequate. In no event shall leased housing be acquired if adequate government-owned housing is available.
2. O&M Costs for Diverted Units. Costs for operation and maintenance of family housing units diverted for other than unaccompanied housing use shall not be charged against family housing accounts. Family quarters used by bachelors will be funded as family housing.
3. Requests for Commandant Approval. Requests for approval of Commandant (G-WPM-4) for diversions beyond 60 days will as a minimum include the following information.
 - a. Building and/or unit number, type, bedroom composition, and square footage;
 - b. Units' proposed use, including sufficient data fully justifying diversion;

- c. Nature of current occupancy or use;
- d. Period of diversion proposed;
- e. Requirement for or experience in need or use of unit for assignment to military families; and
- f. Length and composition of all waiting lists.

4. Disposal of Housing. Chapter 5, of this manual for procedures to dispose of housing units. These include convening a board of survey to determine whether housing should be reported as excess to Coast Guard requirements. Provision for screening of property declared excess is also included. Excess Coast Guard property may be reported to GSA for disposal. Under certain conditions, an exchange of excess housing units for other property may be feasible. Guidance concerning the exchange process is found in Chapter 2 of this manual. The Coast Guard's policy is that land exchanges involve only parcels of equal value. Units removed from the Family Housing Inventory by exchange or by declaration to GSA as excess property receive no further financial support. Upon disposal, take steps to return O&M monies (AFC-30) and AFC-43 to Headquarters. See Section 6.A.3.b.(9). *Consideration should be given to disposing of family quarters where one or more of the following circumstances prevail:*

- a. Quarters are underutilized or are not being utilized for their intended purpose.
- b. Quarters are inadequate and cannot economically be repaired to meet housing standards;
- c. Quarters cannot be effectively diverted to another use, including unaccompanied personnel housing (UPH), recreational quarters, etc., and
- d. Operational activities in the area have ceased with no approved replacement activities.

H. Housing Interservice Support Agreements (ISSA).

1. Background. Coast Guard personnel benefit from the use of DoD housing resources. On a much smaller scale, DoD personnel benefit from using Coast Guard housing resources. Prior to the creation of the Coast Guard Finance Center, payment for these services from DoD was managed and executed by District accounting divisions.

2. Policy.

- e. Adequate and available Coast Guard-owned family and unaccompanied personnel housing MUST be fully occupied before seeking access to DoD housing resources.
- f. ISSA costs shall be reasonable, i.e., and less than other adequate housing alternatives'. Knowing the prospective occupants' average BAH before negotiating with DoD housing sites will help ensure this. In most cases, DoD will accept occupants' BAH as payment.
- g. Area Housing Authorities are responsible to perform ISSA management functions as outlined below and detailed in enclosure (2). Negotiate and prepare ISSAs for Coast Guard personnel living at DoD sites and prepare ISSAs where DoD personnel live at Coast Guard

housing sites. Approve DoD MIPRs for payment to the Coast Guard and prepare MIPRs for Coast Guard payment to DoD. Coordinate MIPR actions by requesting the FINCEN pay or bill DoD as appropriate. Verify accurate occupancy for billing or payment to DoD. Review quarterly expenditures to enable timely de-obligation of excess MIPR funds before the end of the fiscal year.

3. Funding.

- a. Effective October 1998, funds authorization limits for ISSAs are allocated to AHAs annually by letter from Commandant (G-WPM-4). Without this authorization, AHAs may not enter into housing ISSAs.
- b. Any obligations against approved MIPRs will be limited to funds necessary to meet annual ISSA projections. Any increase in MIPR or requisition obligations exceeding 10 percent of total approved obligations shall be pre-approved by Commandant (G-WPM-4). Minimize obligations by conservatively estimating average occupancy. For example, if there are normally between 50 and 100 Coast Guard members on a DoD installation for six months, use 75 for an occupancy estimate on the MIPR for obligation purposes. This will minimize the need to de-obligate funds at the end of a fiscal year.

4. ISSA Management Reports and Files.

- a. ISSA management reports are required quarterly. Mail or fax reports to Commandant (G-WPM-4) by the 15th day for the previous month. Contact Commandant (G-WPM-4) for additional guidance. Reports shall include:
 - (1) Coast Guard at DoD Site. Number of DoD units occupied (partial month occupancy counts as occupancy) by Coast Guard members; amount of ISSA funding expended from MIPR or requisition during the quarter; total ISSA funding expended in the FY; and projection considering increased/decreased Coast Guard occupancy for remainder of FY.
 - (2) DoD at Coast Guard Site. Number of Coast Guard units occupied by DoD members; amount of AFC-12 credited to region P program element during the quarter; total AFC-12 credited to region P program element in the FY and projection of credits based on increased/decreased DoD occupancy for remainder of FY.
- b. AHAs shall maintain detailed files on each ISSA site and track ISSA occupancy and cost just as they track commercial leased housing.

TABLE 5-1. STANDARDS FOR UTILIZATION OF FAMILY HOUSING

Code	Reasons for Vacancies by Category	Standard or Average Number of Days to Fill Vacant Units
A	Normal change of occupancy	2 days
B	Vacancy period due to shortage of materials and/or funding	5 days
C	Vacancy period due to shortage of manpower	5 days
D	Vacancy period due to major repairs or renovation	5 days
E	Vacancy period due to no applicants	
F	Units reserved for incoming PCS member	10 days
G	Units reserved for eligible onboard member	30 days
H	Quarters reserved for key personnel per Section 6.D.3.a.	90 days
I	Unit available but does not meet listed applicants' requirements	
J	Inadequate quarters, deactivated and awaiting disposition. Unit is still on housing inventory	

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CHAPTER 6. HOUSING OCCUPANCY

A. General.

1. Purpose. This Chapter sets forth policy and criteria for adequacy, designation, assignment, occupancy, and termination of family housing. This guidance intends to achieve equity for military and civilian personnel in assignment to housing units and ensure uniformity and optimum use of all family quarters.
2. Scope. This Chapter applies to administering all types of Coast Guard-controlled family quarters, including those obtained through the Family Leased Housing Program.
3. Responsibilities. Responsibility for providing and administering family housing facilities and for executing family housing programs within the Coast Guard is as follows:
 - a. Commandant (G-WP).
 - (1) Appraises effectiveness of housing assignment and designation policy set forth herein.
 - (2) Designates flag and command quarters.
 - (3) Maintains a current inventory of Coast Guard-owned housing resources.
 - (4) Approves assigning flag officers to quarters not specifically designated as flag quarters.
 - (5) Declares owned quarters "inadequate".
 - (6) Establish and determine AHA area jurisdiction.
 - b. Area Housing Authorities. Within their respective areas AHAs will:
 - (1) Implement policies established by Commandant;
 - (2) Maintain adequate control over housing administration to ensure all housing under their cognizance is used efficiently and complies with the policies established by the Commandant;
 - (3) Designate or redesignate categories of quarters other than flag and command quarters;
 - (4) Ensure local assignment practices are equitable and consistent;
 - (5) Approve designations of key and essential personnel who must live on-station because of operational necessity;
 - (6) Promulgate local assignment policy. AHA's may delegate this responsibility to

local housing authorities, but at a high-enough level of authority to ensure consistent policy and decisions in a common geographic area. AHAs may delegate housing policy implementation and administration to housing officers;

- (7) Issue additional guidance, if necessary, and forward one copy, including any changes, to Commandant (G-WPM-4);
 - (8) Advise Commandant (G-WPM-4) of initial occupancy of newly acquired housing per Section 5.C.1.c.;
 - (9) Notify Commandant (G-WPM-4) when housing units are vacated if intending to declare them excess or otherwise remove them from the active housing inventory;
 - (10) Through HMIS advise Commandant (G-WPM-4) of any change to the Coast Guard-owned Housing Inventory;
 - (11) Establish and determine LHA unit jurisdiction.
 - (12) Approve individual (policy) exemptions.
4. Policy. Use consistent and equitable designation and assignment practices throughout the Coast Guard. Use family housing assets so that the limited number of Coast Guard-controlled housing assets will make the maximum contribution to the mission of the Coast Guard and the welfare and morale of its personnel. In general, all Coast Guard military personnel will be afforded equal opportunity for assignment to family housing, compatible with available assets and with due consideration for grade, billet, and family size. Refer to Section 1.A.3.B.
5. Definitions. These definitions apply to words or phrases used throughout this Chapter:
- a. Authorized Certifying Officer (ACO). A designated official responsible for certifying the correctness of documents about expenditures of public funds.
 - b. Assignment. Action taken in writing to confer on a person the right to occupy a specific family housing unit.
 - c. Basic Allowance for Housing (BAH). Monetary allowance in kind in lieu of quarters.
 - d. Civilian Employees. Coast Guard civilian employees paid from appropriated or nonappropriated funds.
 - e. Command Quarters. Quarters Commandant (G-WP) has specifically designated for occupancy by commanding officers (O-6) of major shore installations with representational requirements. Maintaining and Supporting Special Command, Flag, and Command Quarters, COMDTINST 11103.1A (series), lists the Coast Guard's Command Quarters and their support requirements.
 - f. Community Housing. Adequate privately owned housing located within a travel time of not more than two hours per round trip by automobile or public transportation of the

member's duty station and available for nonrestrictive occupancy by military personnel

- g. Condition Ready for Immediate Reassignment. Acceptance by the housing authority ends the assignment and relieves the occupant of responsibility for the quarters. The assignment must terminate after the occupant physically vacates the quarters.
- h. Diversion (Permanent). When authorized by Commandant (G-WPM-4), use of family housing space or facilities for other purposes, including reclassification of real property. Permanent diversion results in removal of affected units from the housing inventory.
- i. Diversion (Temporary). When authorized by the cognizant area housing authority, temporary use of family housing space or facilities for other purposes, for periods not exceeding 60 days, with definite plans for such space or facilities to revert to family housing use. Temporary diversion does not result in the removal of affected units from the housing inventory.
- j. Effective Date of Assignment. The actual date of acceptance to or occupancy of government-controlled housing. Acceptance may be considered the date on the original application on which the member previously advised the Housing Officer they wish to occupy government-owned or leased housing.
- k. Excess Housing. Quarters not needed to meet the immediate requirements of eligible personnel assigned to a particular installation or area.
- l. Family Housing. Housekeeping-type living accommodations owned or controlled by the Coast Guard and assigned to military or civilian personnel with dependents.
- m. Flag Quarters. Quarters Commandant (G-WP) has designated for occupancy by flag rank officers. Maintaining and Supporting Special Command, Flag, and Command Quarters, COMDTINST 11103.1A, (series) lists the Coast Guard's Flag Quarters and their support requirements.
- n. Inadequate (Substandard) Public Quarters. Quarters so designated by the Secretary in accordance with 14 USC 475(b).
- o. Interservice Support Agreement (ISSA). An agreement between the Coast Guard and another Federal or state government agency for a specific purpose or service.
- p. Living Unit. Coast Guard-owned housing unit.
- q. Officers. Commissioned Officers (W-1 through O-10).
- r. PMIS. Personnel Management Information System.
- s. Physically Vacated. The member has departed from the housing unit, there are no household goods in it, and the housing officer has the housing unit's keys.
- t. Public Quarters. Any type of living accommodations owned or leased by the Coast

Guard and provided to military personnel in lieu of an allowance for quarters.

- u. Quarters for the Physically Challenged. Designated quarters which are accessible or capable of being made accessible to members' physically challenged dependents.
- v. Rental Housing. Inadequate housing for which the occupant pays a rental charge in lieu of forfeiting BAH; see Section 6.A.5.c.; also military family housing occupied by civilians or foreign officers.
- w. Secretary. Secretary of Transportation.
- x. Tenant Occupancy Instruction. Area and local housing policy guidance given each housing tenant on occupancy

B. Housing Adequacy.

1. Policy. To the extent funds permit and subject to congressional authorization, it is Coast Guard policy to provide Coast Guard-controlled, adequate family housing for eligible personnel permanently stationed in areas where dependents are permitted. Such family housing must meet established adequacy standards outlined in OMB Circulars A-11 and A-45 (revised), Enclosures (10) and (15), and this Section. To the maximum extent practical, the Coast Guard will encourage its members to rent or buy quarters meeting adequacy criteria
2. General Standards. Use the below standards as general guidance on housing adequacy. Commandant (G-WPM) will review these planning determinations as needed. When reviewing existing quarters or planning to acquire or construct new ones, use good judgement in interpreting the extent to which to apply these standards. Unless critical, a single defect is not considered cause to declare an existing living unit inadequate.
 - a. Location. Family housing units must be located away from firing ranges, ammunition storage areas, active aircraft runways or extensions, troop areas, sewage disposal facilities, refuse and waste dumps, industrial exhausts, stagnant swampy tracts producing objectionable odors, industrial facilities, regularly scheduled railroads, or any other source of objectionable noise, odors, and health or safety hazards to residents. If living units' location results in persistent annoyance or hazard, housing officers will cite this fact in requesting a determination quarters are inadequate.
 - b. Site.
 - (1) Drainage. The site should provide suitable drainage and soil stabilization.
 - (2) Access. The site should have suitable roadways, walks, and steps for convenient access to living units.
 - (3) Parking. The site should have parking space for 2.5 cars for each family housing unit by an off-street driveway adjacent to the unit, on-street parking space, or a joint-use central parking area; the latter two should be reasonably accessible to the unit.

c. Family Housing.

- (1) Construction. A unit must be a complete dwelling with private entrance, bath, and kitchen for the occupants' sole use and so arranged tenants can enter the kitchen and at least one bathroom without passing through bedrooms. Units must be structurally sound and free from potential hazards to the occupants. The buildings exterior surfaces and habitable room interior surfaces, including floors and ceilings, shall be appropriately finished.
- (2) Design. Housing units' design shall conform to the Civil Engineering Manual, COMDTINST M11000.11(series). Generally, Coast Guard family housing meets Department of Housing and Urban Development (HUD) standards.
- (3) Net Floor Areas. Use the net floor areas shown in Enclosure (15) as a guide in determining the adequacy of the space provided in housing units. Only in unusual circumstances will housing units be declared inadequate solely because to insufficient space only in unusual circumstances.
- (4) Bathrooms. Use Table 1 in Enclosure (15) as a guide when determining the minimum number of bathrooms.
- (5) Kitchen. The unit shall contain a range with oven and refrigerator, both of a size appropriate to the number of bedrooms in the unit.
- (6) Services and Equipment. Each family housing shall provide the following:
 - (a) A continuing supply of safe, potable water;
 - (b) Adequate sanitary facilities and sewage disposal;
 - (c) Heating facilities adequate to provide healthful, comfortable living conditions;
 - (d) Hot water in sufficient quantity for installed plumbing fixtures. Appropriate utility space and hookups for a clothes washing machine shall be provided in each housing unit, or in community-type laundry facilities convenient to the housing unit; and
 - (e) Electrical service adequate to accommodate major appliances and normal household uses.
- (7) Condition. Family housing units shall be in a good state of repair inside and outside, including essential equipment and facilities, and shall be weathertight. Occupants will maintain the grounds, roads, driveways, sheds, and all common facilities, including recreation areas.

d. Commuting Time. Quarters must be located not more than two hours per round trip by automobile or public transportation from the member's duty assignment.

3. Inadequate Housing. OMB Circular A-45, Enclosure (15), and Section 6.B.2. contain general housing adequacy criteria. In addition, changed physical or environmental conditions may affect the continued adequacy of housing units for use as public quarters. Examples of such conditions include accelerated deterioration resulting from age, deferred maintenance, the affects of disaster, objectionable industrial and ground or air traffic noise, air pollution endangering occupants' health and safety, contaminated water supplies, and, in the case of newly acquired housing, the need for preliminary repairs and improvements.
4. Declarating Quarters Inadequate. Authority to declare public quarters inadequate lies in 14 USC 475(b) with a delegation of requisite authority in 49 CFR 1.46(o). If it is determined family quarters do not constitute adequate family housing, the local command shall initiate an improvement project(s) per Section 4.C.3.b. to correct the inadequacies and bring the unit up to adequacy standards. If it is not economical to make required improvements, the housing shall inactivate and report the housing as excess. To declare units inadequate for continued use as quarters, send a request via the chain of command to Commandant (G-WP). If facility structure is the basis of inadequacy, recommendations shall include a simple civil engineering assessment with an estimate of what it would take to retain adequacy.

C. Designating Quarters.

1. Policy. Generally, assign all family housing units for occupancy by personnel in pay grades for which the housing was programmed, constructed, or acquired. "Generally" emphasizes that circumstances may require deviation from the above policy. For example, where there is a surplus of assets over requirements in one category and an unfulfilled requirement in another, redesignation is necessary to obtain optimum use of aerators. To determine proper designation, use Coast Guard criteria for new construction if no record exists of the category for which housing was constructed. Unless originally constructed for such purposes, not more than 25 percent of the public quarters at any installation shall be designated for occupancy by officers without specific approval of Commandant (G-WPM-4).
2. Civilian Designation. Commandant (G-WPM-4) may designate public quarters for civilian occupancy from time to time upon request, using the comparable grades shown in Table 6-1 as a guide. Public quarters authorized for civilian occupancy will remain in the public quarters classifications.
3. Quarters for the Physically Challenged. In general, the Coast Guard meets physically challenged dependent's needs through the PCS/Special Needs Program screening process; appropriate leased quarters; or retrofitting owned quarters if leased quarters are unavailable. See Section 6.D.4.b. for relevant assignment criteria.
4. Redesignation. Redesignation of quarters may be necessary from time to time to accommodate changes in mission requirements. When it is necessary to redesignate family housing, do not require current occupants to vacate until they complete normal tours, except in unusual circumstances such as when undertaking necessary rehabilitation or responding to a military requirement. When necessary, the command shall use AFC-30 funds to provide other public quarters to personnel required to vacate before the end of their tour. Inform Commandant (G-WPM-4) of action taken in redesignating housing from one category to

another.

D. Assigning Quarters.

1. Policy. Quarters assignments must conform to the general policy stated by Commandant (G-WP), as well as specific quarters designations by Commandant (G-WPM-4) in Section 6.C and specific guidance provided in this chapter. Housing assignment policies for military personnel are further explained in Table 6-2.
 - a. Assignment Basis. Except as discussed in Section 6.D.1.b and 6.D.4.e, assign members to owned housing units designated for their pay grade and containing the minimum number of bedrooms the member's family requires. Assignment priority is based on control date except for those personnel listed in Aection 6.D.3.
 - b. Assignment Guidelines. Assigning families to available housing must be consistent Coast Guard-wide, because housing significantly influences morale and retention. Recognizing community support properties provide the basic source of family housing, Coast Guard housing assets met only a small percentage of the total demand. To maximize these assets' morale benefits, all members must be able to feel they have been treated fairly and equitably. Follow these guidelines:
 - (1) Ensure all eligible personnel, whether assigned afloat or ashore and regardless of unit, have an equal opportunity to obtain Coast Guard family housing.
 - (2) Consolidate central control of housing assets wherever possible, particularly in areas where both district and Headquarters unit personnel reside.
 - (3) Inform all incoming personnel of their prospects for assignment to public quarters in accordance with Section 6.D.7.;
 - (4) Do not give additional priority to members having more dependents than the minimum necessary to qualify for any size housing unit. Table 6-3 contains the minimum number of bedrooms to assign based on family size; and
 - (5) Count an unborn child beyond the fourth month of gestation as a dependent for housing assignment purposes.
 - (6) Members enrolled in the Coast Guard Special Needs Program shall be assigned quarters consistent with their particular circumstances as recommended by the servicing Work-Life office. Forward CG-5267, Application for Assignment to Military Housing, where members indicated their enrollment in the Coast Guard Special needs Program, to the servicing Work-Life office for their recommendation immediately on receipt.
 - c. Overseas and Isolated Stations.
 - (1) The housing authority will establish an eligibility standard for assigning public quarters that treats both military personnel and those civilians guaranteed housing

under government contract terms fairly and equitably. See Section 6.D.5.d.

- (2) Evaluate the adequacy of community housing units for military members and civilian employees according to the criteria found in OMB Circular A-45, Enclosure (15), and Section 6.B.2.
 - d. Special Assignment Categories. Follow these policies in assigning housing to flag officers, captains, authorized key civilians, and officers-in-charge:
 - (1) Assign flag officers only to quarters designated as flag quarters or quarters Commandant (G-WP) otherwise approves for flag occupancy.
 - (2) Assign captains in this priority:
 - (a) Commanding officers afloat;
 - (b) Commanding officers ashore.
 - (3) Submit requests to assign flag or command quarters to lower pay grades to Commandant (G-WP).
 - (a) Assign members enrolled in the Coast Guard Special Needs Program quarters consistent with their particular circumstances as recommended by the servicing Work-Life Office. Immediately on receipt send the Application for Assignment to Military Housing, CG-5267, in which members indicate their enrollment in the Coast Guard Special Needs Program, to the servicing Work-Life Office for its recommendation.
 - e. Holding Quarters Vacant. The housing authority must assign all available public quarters promptly to eligible military members for immediate use and occupancy. The Area Housing Authority must specifically approve holding public quarters vacant, other than those formally designated for specific billet occupancy in anticipation of housing requirements created by future programmed organizational movements. Keep public quarters vacant for such assignment a maximum of 10 days after the Local Housing Authority has determined the unit is ready for occupancy. Refer to Section 5.C.3.
2. Eligibility. Although statutes set military members' compensation at levels that presume adequate housing will be furnished, no law entitles service personnel to public quarters, nor is it mandatory to provide them. By law, if service personnel are not housed in public quarters, they must receive BAH to assist them in securing private housing.
- a. Dependents. To be eligible for family housing, members must reside with one or more dependents as defined in 37 USC 401. Housing officers should verify all applicants' eligibility for family housing with the personnel office having custody of their official records or require members to submit official verification with their application.
 - b. Persons Other Than Dependents. Occasionally it may be in the Service's best interest to permit persons not qualifying as dependents to reside with an eligible member and his or

her family, such as in the typical situations below. In these and similar situations, the housing authority should balance the need against the availability of suitable quarters, use discretion in permitting occupancy beyond justified dependents, and fully document every action.

- (1) Educational or Religious Institution Enrollment. Unmarried son or daughter over 21, even though not dependent on the member, who resides with the member while enrolled in an educational or religious institution.
- (2) Care During Illness. Housekeeper, nurse, or non-dependent son or daughter who resides with the member to care for a family member having a confining illness.
- (3) Illness. A member's non-dependent son, daughter, father, or mother who receives less than half his or her support from the member but resides in the member's residence due to chronic illness.
- (4) Moral or Financial Obligation. A person not qualifying as a dependent who lives as part of a member's family group and for whom the member has assumed a moral or financial obligation.
- (5) Dependent Caregiver. Personnel assigned to government-owned family housing may have a non-dependent reside in the housing unit to care for the member's dependents. Written LHA approval is required for this arrangement; LHAs shall send a copy of the approval letter to the AHA. This option is available only if, because of designation or excess inventory, a member is assigned to a unit exceeding his or her minimum bedroom requirement. Only one non-dependent may reside in the quarters for this purpose, and the caregiver can care only for the occupant's dependents. *The caregiver does not count toward the member's minimum bedroom requirement.* Members may place their names on a waiting list for a unit larger than the minimum required in accordance with Section 6.D.4.e. Members may not charge rent or other compensation.

c. Divorcing or Separating Members.

- (1) Commands should work carefully with members and families during times of marital strife. The Coast Guard Housing Program does not want to encourage or discourage marital separation or continuation of the marriage. When a member and spouse contemplate separation or divorce, the Housing Program will work with parties individually, often assisted by the Employee Assistance Program Coordinator (EAPC), Chaplain, or Family Programs Administrator (FPA).
- (2) The member provides the command with a written notice of separation, usually within 30 days after actual physical separation. The command then must provide documented counseling to the member to advise him or her of housing eligibility status, options, the date eligibility ceases, and their entitlement to local movement or storage of household goods; see Section 8.F.3.b. A member should deliver a final divorce decree or certified separation agreement signed by both parties in a reasonable time (90 days in most circumstances). The LHA may waive these

milestones if verified mitigating reasons exist.

- (3) For continued eligibility to housing entitlements, the certified separation agreement or final divorce decree must state that the member has actual physical custody of a dependent for more than 50 percent of the fiscal or calendar year (183 days or more, not necessarily consecutively). Members also must amend their Application for Assignment to Military Housing, CG-5267, stating the dependents listed will reside with the applicant more than 50 percent of the time.
 - (4) Separated members may be berthed in available transient UPH rooms as voluntary geographical bachelors in accordance with Section 9.C.1. In no case shall separated members be assigned to the Unaccompanied Personnel Leased Housing (UPLH) Program. Treat separated members as unaccompanied personnel as defined in Section 9.A.2 only after they provide a final divorce decree.
3. Priorities. Base all accompanied member assignments on control date except for these:
 - a. Special Needs. Members enrolled in the Coast Guard Special Needs Program requiring special housing arrangements as determined by the Dependent Resource Coordinator at the servicing Work-Life office.
 - b. Overseas Areas. Members in overseas areas whose eligibility date Table 6-4 establishes.
 - c. Other Circumstances. When unusual circumstances warrant other arrangements and the Area Housing Authority previously has so approved.
4. Assignment Criteria. Assign housing based on these criteria.
 - a. Bedroom Requirements. Determine the minimum number of bedrooms to be assigned, based on family size, according to TABLE 6-3 to determine the minimum number of bedrooms for assignment based on family size. These criteria ensure consistent, equitable practices throughout the Coast Guard.
 - b. Physically Challenged Dependents. Commands will accommodate all physically challenged Coast Guard dependents' special housing needs. As defined in the Fair Housing Amendments Act of 1988, 42 USC 3601, a physically challenged person has a physical impairment that substantially limits one or more major life activities. The primary type of accommodation is accessibility for wheelchairs and to sanitary facilities, but other physical adaptations may be necessary. For example, the visually and hearing impaired need certain accommodations, e.g., street signs. Section 6.C.3 and subparagraphs (1) and (2) below describe Coast Guard policy for meeting physically challenged dependents' housing needs. If the PCS/Special Needs Program assignment management or Leased Housing Program cannot accommodate physically challenged dependents, retrofit owned quarters. Do not automatically remove families without physically challenged dependents occupying accessible quarters because physically challenged occupancy will be the exception rather than the rule. Therefore, follow this policy in assigning housing to members with physically challenged dependents:

- (1) Families occupying physically challenged-accessible quarters will not be relocated on identifying a family with one or more physically challenged dependents unless it is cost effective and:
 - (a) Accessible quarters are unavailable through other owned or leased government quarters, and
 - (b) The current residents volunteer to a government-funded local move of household goods. See Section 8.F.3.b.; or
 - (2) The Local Housing Authority, with the assistance of the Area Housing Authority, will modify Coast Guard-owned quarters on a high-priority basis on identifying a physically challenged access requirement.
 - c. Hardship Cases. For humanitarian reasons, unusual personal problems may supercede all other considerations in assigning family quarters; but hold such assignments to a minimum. The Area Housing Authority may assign family quarters under its control without regard to grade or rate for imperative humanitarian considerations.
 - d. Type of Quarters Assigned. Members may apply for assignment to owned family units larger than the minimum prescribed in Table 6-3. However, assign a larger housing unit only after all other personnel qualifying for such units have been housed. Generally, assignment to a unit larger than for which qualified should be made when the larger unit would otherwise remain vacant or when the member would qualify for the larger unit within 6 months after initial assignment. See Section 6.D.8.f for transferring to another waiting list.
 - e. Tenure of Occupancy. Members assigned to quarters normally remain in assigned quarters until they detach for other duty or retire or until their occupancy terminates for reasons authorized by Section 6.F.1. Members will vacate quarters by their detachment, retirement, or other termination date. For hardship or emergency reasons, housing officers may extend members as indicated in Section 6.F.5. Members occupying quarters designated for specific personnel listed in Section 6.C may be required to vacate quarters if a member qualified to occupy such quarters is assigned to the command.
5. Assigning Non-Active Duty Coast Guard Personnel.
- a. Foreign Officers. Upon approval of Commandant (G-WP), family housing appropriate to the prospective occupant's grade may be provided to foreign officers. Quarters can be occupied without payment under an appropriate international agreement to that effect; otherwise, the occupant will pay rent. Base rental charges on the BAH forfeiture scale for U.S. military personnel of comparable rank.
 - b. Personnel of Other military Services. Provide family housing for another military Service's eligible personnel in a tenant activity in accordance with an Interservice Support Agreement. See Section 5.G. Personnel of other Services assigned to duty near an installation may be assigned quarters on a space-available basis. Nonaccompanied DoD families may be assigned excess housing pursuant to the priorities indicated in Section

6.D.11.

- c. Reimbursing Operation and Maintenance. Commands must negotiate fixed rate agreements to reimburse operation and maintenance (O&M) costs to permit authorized non-Coast Guard personnel and their dependents to occupy Coast Guard quarters. See Section 5.G.
 - d. Civilians' Rents and Charges. Civilians occupying any type of Coast Guard family housing will pay rent and charges as prescribed in OMB Circular A-45, Enclosure (15). Area Housing Authorities will determine and monitor monthly rent and other charges for all civilians occupying Coast Guard housing and also must approve any government contract guaranteeing housing to any civilian employee.
6. Mandatory Assignments. Mandatory assignments to leased housing are unauthorized. If involuntary assignment of military personnel to government-owned or -controlled housing becomes necessary, this guidance applies:
- a. Time allowance for Other Occupancy Agreements. Members will be allowed sufficient time before assignment to Coast Guard housing to enable them to provide landlords whatever notice is required pursuant to their lease or other occupancy agreements. If a member must move from local private, leased quarters to government housing, BAH or OHA as applicable are payable for the remainder of an unexpired lease on the private quarters for which the member is required to pay, up to a maximum of 30 days.
 - b. Previous Commitments. Personnel who make commitments for housing without first obtaining one of the statements prescribed in Section 6.D.7. will be deemed to have previously been notified that quarters will be made available on a mandatory basis.
 - c. Unit Records. If government units must remain vacant because of notification requirements to landlords or for other valid reasons, unit records should reflect the reason for reduced occupancy.
 - d. Hardship Cases. Involuntary assignments will not be made when six months or less remain on a tour of duty of a member or when hardship would result from such assignment. Hardship in involuntary assignment of quarters will be considered to exist when:
 - (1) Members have made off-station arrangements due to circumstances beyond their control and would reasonably anticipate they would suffer financial loss or personal hardship by breaking such arrangements;
 - (2) The family is of such size and composition that considerable personal inconvenience would result from assignment of available quarters; or
 - (3) Coast Guard-owned furniture is not available and eligible military members lack sufficient furniture to make the quarters livable. Do not assign these quarters to such personnel involuntarily. Review records indicating the amount of HHG shipped or stored at government expense before allowing quarters to remain vacant

if a member claims relief under this provision.

7. Application Procedures. Applicants will provide a completed Form CG-5267, Enclosure (17), and a copy of their PCS orders, ETO, or PCS message. Family housing applicants also will provide a current Dependency Application/Verification Form, CG-4170A. Members should apply on initial notice of PCS orders. *Housing officers must reply promptly, including control date, within 5 days of receiving applications* to give members time to coordinate their moves. *Notify applicants in writing specifying the effective date assigned, normally the first day on which the quarters are accepted or actually occupied. Provide the effective date to the cognizant PERSRU to begin BAH forfeiture. Use DD Form 1747, Enclosure (18), to furnish applicants one of these statements:*
 - a. Mandatory Occupancy. When Coast Guard-owned public quarters are available and occupancy is mandatory: DD Form 1747, Items 4a, b, and c, stating family housing occupancy is mandatory.
 - b. Optional Occupancy. When Coast Guard-owned or leased and/or DoD-controlled public quarters are or will be available and occupancy is at the member's option: DD Form 1747, Items 4a, b, and c, stating family housing occupancy is voluntary. *Note: This does not prevent future mandatory assignment if conditions warrant.*
 - c. Scarce or Limited Coast Guard owned quarters. If the Coast Guard has no quarters or quarters are limited and will not be available during the member's tour of duty: DD Form 1747, Items 4b and c, stating family housing is not available. *Note: This prevents future mandatory assignment.*
 - d. Personal Reasons. For personal reasons, such as the desire to own a home in the nearby community, members may request on their housing application a waiver to reside in civilian housing. Commanding officers should favorably consider such requests if they will not adversely affect occupancy standards. If granted, issue DD Form 1747; Item 4c to advise the member of their release from mandatory assignment. *Note: This prevents future mandatory assignment.*
8. Waiting List Procedures. Except as discussed in Section 6.D.3, assign housing from the top of the waiting list. Position on a waiting list is determined solely by control date.
 - a. Types of Waiting Lists.
 - (1) Family Housing. A single undesignated list must be maintained for each unit size. A separate undesignated leased housing waiting list must be maintained for those who qualify.
 - (2) Unaccompanied Housing. A separate waiting list must be maintained for each unit size. A separate undesignated leased housing waiting list must be maintained for those who qualify.
 - (3) Owned vs. Leased Housing. Members eligible for leased housing must be placed on both the leased waiting list and the appropriate owned waiting list. Members

will first be assigned to owned housing, if available. However, leases are not authorized in areas that have government-owned quarters unless the member is predicted to be on the waiting list for more than six months and then only if eligible in accordance with Section 7.B.

- b. Control Date.
 - (1) Within the continental United States, the control date is the date housing officers received the application. If the housing official receives it more than 35 days before the applicant's estimated arrival date, the control date is the 35th day before the estimated arrival date. Faxed applications are acceptable.
 - (2) Overseas, the housing officer will establish priorities for assigning quarters based on the date-of-departure criteria contained in TABLE 6-4.
 - (3) Place personnel assigned to units relocated as a unit, on the waiting list for housing at their new location 45 days before the official date-of-location change, provided members apply before that date. Members must vacate quarters at their old location before assignment to new quarters.
 - c. Refusal of Assigned Quarters. Housing officers must *remove from all waiting lists* personnel declining adequate quarters. Such applicants are ineligible to reapply for housing one year from the date of refusal. LHAs may allow members to hold their position on the waiting list for up to 60 days for bona fide hardships. Only in extreme hardship with the AHA approval may members reapply for housing in less than one year. This Section does not prevent a housing officer from making mandatory assignments in accordance with Sections 6.D.6 and 9.C.5 if needed to maintain required occupancy in owned quarters. Mandatory assignment of leased quarters is unauthorized.
 - d. Posting Waiting Lists. Post waiting lists or make them available during office hours for prospective occupants to inspect. This procedure avoids misunderstandings and makes all members fully aware of their progress toward the top of the list. Specify the list's top 10 percent..
 - e. Updating Waiting Lists. Update and verify waiting lists at least once each month.
 - f. Transfer to Another Waiting List. While on a waiting list for a unit of a particular size, an applicant may request to change to a listing for a different-sized unit, if the number of dependents changes or other circumstances justify. Base the place on the new list on the original application's control date. A member may hold a position on only one owned and one leased waiting list at a time.
 - g. DoD Applicants' Waiting List. Maintain separate waiting lists for DOD service applicants assigned to duty near available housing but not assigned to a tenant activity. See Section 6.D.5.b.
9. Assignment Duration. Normally quarter assignment permits beneficial use for the greatest possible duration of the duty tour, achieves maximum benefit, and reduces costs attributable to

change of occupancy. See Section 6.D.4.f. Once housing officers assign adequate quarters that remain adequate, a member may move for his or her own convenience at the housing authority's discretion and the member's expense in accordance with Section 8.F.3. b. Except for transient and student housing, do not assign members whose anticipated occupancy will be of short duration. A recommended minimum occupancy of six to twelve months is preferred depending on circumstances. Each activity shall maintain a written policy specifying the minimum occupancy for personnel to qualify for family housing. Document any exceptions to show why such actions were necessary to meet exceptional circumstances and needs.

10. Entitlement to BAH. When assigning a member to or terminating from public quarters:
 - a. The LHA will notify the member's servicing Personnel Reporting Unit (PERSRU) by E-Mail within 48 hours. If E-Mail is unavailable, the LHA use the most efficient means available (fax, rapidraft, letter, or message). Each transaction notice must include this information:
 - (1) Member's rate/rank, name, and SSN;
 - (2) Effective date of assignment or termination;
 - (3) Type of quarters; e.g., CG-leased, CG-owned, DOD-owned, etc.;
 - (4) If assigned "Inadequate Quarters," indicate rental fee amount.
 - b. On receiving the assignment or termination notice, the PERSRU submits the necessary PMIS/JUMPS transactions.
11. Excess Housing. When government-owned quarters are not needed for area Coast Guard members or DOD military services' eligible military personnel assigned to duty near a housing complex, will make excess quarters available to families of absentee CG and DOD sponsors assigned overseas. Periodically provided to Coast Guard housing offices is a list of excess DOD quarters set aside for families of absent sponsors.
 - a. Assignment Procedures. Handle personnel assignments to excess quarters under this program directly by communication between the applying military member or his or her spouse and the Housing Authority administering the quarters.
 - b. Assignment Priorities. Assign excess Coast Guard-owned quarters in these priorities:
 - (1) Any eligible personnel not previously assigned to Coast Guard-owned housing; and
 - (2) Families of eligible personnel on unaccompanied tours.
12. Assigning Mobile Home Spaces. If an activity has established a suitable mobile home placement pad in accordance with current regulations, the Area Housing Authority may grant permission to place a privately owned mobile home on the pad. Determine the spaces' rental fees by the charge for comparable spaces in adjacent communities based on local surveys, with a suitable deduction for the lack of amenities. Contact Commandant (G-WPM-4) for further guidance.

E. Occupancy.

1. General. Area and Local Housing Authorities formulate guidance on occupancy of Coast Guard-owned (family and UPH facilities) and-leased housing. Before occupancy, Area and Local Housing Authorities shall require all tenants to sign a statement acknowledging receipt of Tenant Occupancy Instructions, which set the conditions of occupancy, including agreement to abide by all area and local housing policies. At a minimum, Tenant Occupancy Instructions shall contain:
 - a. Signed Receipt Statement. A statement the tenant has read and will comply with the occupancy instruction. Both the local housing office and the member should keep a copy of the signed receipt statement.
 - b. Maintenance. The occupant's dwelling and grounds maintenance responsibilities.
 - c. Change in Status. The requirement to notify housing management of any change in eligibility or dependency (number of dependents) status for public quarters.
 - d. Notice of Intent to Vacate. A requirement that occupants to give advance written notice of intent to vacate, including the dwelling number, intended date of vacating, date unit will be ready for inspection, reason for vacating, and forwarding address.
 - e. Community Services and Prohibited Items. Regulations governing police and fire protection; garbage and trash collections; storing boats, trailers, or similar items; minor quarters alterations or installation of occupant-owned equipment; pets; traffic and parking; possessing firearms and ammunition-related explosive materials; carrying and using BB or air-pellet guns or similar items; possessing government property without permission on housing premises; civil defense and actions during disaster emergencies; business operation and regulation, including child care, run from the government-owned or -controlled unit and requesting the unit commanding officer's written permission to operate such businesses; and consideration of potential liability or conflict arising from business operations.
 - f. Standards of Conduct. Occupants' behavior and responsibility for children's, guests', and pets' acts. Premises are not for the use of illegal purposes.
 - g. Government Property. Proper care and use of government property and liability for repairing or replacing lost, damaged, or destroyed government owned or controlled property. Tenants are to restore quarters to their initial condition, less wear and tear, on assignment termination.
 - h. Occupants' Property. Maintaining appropriate personal property insurance coverage against potential loss. While the Coast Guard cannot require members to carry property insurance coverage, strongly encourage it.
 - i. Inspection. Management's requirement to inspect on assignment and termination and right to inspect at other times. See Section 5.D.
 - j. Energy Conservation. Members' requirement to follow applicable energy conservation

methods and policies. Advise members the LHA may terminate their occupancy of government-owned or -leased quarters for failure to conserve energy. See Section 5.E.4.

- k. Safety Considerations. Use portable heaters and pesticide controls safely. Prohibit portable, unventilated, fuel-fired heaters, fireplaces, wood stoves, and explosive materials. Publish fire protection standards, including requirements for hard-wired smoke detectors.
 - l. Recreational Equipment. Require all residents to follow established command safety procedures for correctly using, stowing, and protecting privately owned outdoor recreational equipment.
2. Optimum Occupancy. Manage family housing units to maintain optimum occupancy. This requires advance planning; scheduling occupancy changes carefully; coordinating among the personnel office, Housing Officer, and Public Works Officer; and promptly performing maintenance and improvement tasks to reduce to a minimum the time units remain unoccupied. Normally quarters assignment permits the beneficial use for the greatest possible duration of the duty tour, achieves maximum benefit, and reduce costs attributable to occupancy changes. Except for housing provided to members attending schools, do not assign members whose anticipated occupancy will be of short duration. Commandant (G-WPM-4) requires a reasonable minimum occupancy of six to twelve months. Each activity shall develop a policy on the minimum occupancy period for members to qualify for family housing. Document any exceptions to show why such actions were necessary to meet exceptional circumstances and needs.
- a. Temporary Occupancy. Do not use family housing for temporary occupancy incident to permanent change of station.
 - b. Occupancy of Public Quarters by More than One Family and Guest Visitation Privileges. Social visits by military personnel, their dependents, or civilians as guests of persons who live in public quarters will not change the occupants or visitor's quarters allowance status. However, if military members and/or their dependent(s) reside indefinitely (more than 30 days continually) in public quarters assigned to another person, the Local Housing Authority must report this fact to the ACO to redetermine quarters allowance and entitlements. Tenants may allow another person to reside on the premises only 30 or fewer continual days; for any longer period, tenants must secure the housing authority's written consent and approval. Visitation privileges outlined in Section 7.D.5. for leased quarters apply also to Coast Guard-owned quarters.
 - c. Military Occupancy of Inadequate Public Quarters. All members are eligible to voluntarily occupy inadequate public quarters, for which they may apply as Section 6.D. prescribes for public quarters. Follow Section 4.C.7.f.(2) in establishing the rental rate and other charges. Collect rents and charges by an adjusted BAH. The inadequate public quarters occupant has possession on a strictly permissive basis, without contractual rights and solely at the government's option. The procedures to occupy, orient, inventory, and inspect inadequate public quarters are essentially the same as for adequate public quarters. When assigning to inadequate public quarters, advise the prospective occupant in writing of the anticipated rental charges and payment method.

- d. Subletting. An occupant may not sublet public quarters. In 35 Comp. Gen. 362, Decision B-125578, 15 Dec 1955, the Comptroller General ruled a Federal Government employee assigned public quarters required to perform duty and included in fixing compensation may not sublet a portion of the assigned quarters or collect shelter rent, violates 5 USC 5536 provisions prohibiting employees from receiving any compensation or gains beyond their lawfully allowed salary. Accordingly, members assigned public quarters are forbidden to sublet units or receive reimbursement for shelter from other persons residing there.
- e. Government's Liability to Occupants. Pursuant to the Military Personnel and Civilian Employees Claims Act, 31 USC 3721, government-owned or -leased housing occupants may claim any loss or damage affecting their personal property located at such quarters, provided their own negligence did not cause the loss or damage. See the Personal Property Transportation Manual, M4050.6 (series). *Encourage members occupying government-owned or leased housing to maintain appropriate insurance coverage against possible losses.*
- f. Change in Status of Occupancy. These instructions govern responsibility for notifying management about occupying quarters:
 - (1) Each occupant must notify the management of any change of status affecting eligibility for continued occupancy of family housing;
 - (2) Except in an emergency, each member must give a written Notice of Intent to vacate quarters at least 45 days before departure. The Notice should include name, reason for vacating, earliest date unit will be ready for inspection, forwarding address, and the head of the household's or his or her representative's signature; and
 - (3) Occupants leaving units temporarily vacant for 72 or more hours' must inform the housing office of the date and length.

F. Terminating Assignment to Public Quarters and Rental Housing.

- 1. Terminating Assignment to Family Housing. The Local Housing Authority will automatically terminate military members' and civilians' occupancy of quarters at their permanent duty station under TABLE 6-5 provisions and in these circumstances:
 - a. Change of Duty Station. The military member moves to a permanent duty station outside the geographical area the local housing authority serves. Terminate assignments when the person no longer performs the positions duties at the location that determined their eligibility for family housing. For members ordered to restricted duty, see TABLE 6-5 on family members' eligibility to remain in Coast Guard-owned housing.
 - b. Loss of Dependents. Dependents no longer reside with the sponsor after voluntary separation and intent is certain or a certified separation agreement or final divorce decree exists.
 - c. Unauthorized Absence (UA). Dependents may remain in owned or leased housing up to

60 days from the date the sponsor is placed in an UA status. Notify dependents in writing within 10 days of sponsor's UA date that they may remain in the housing up to 60 days. Personnel UA in excess of 24 hours forfeit all pay and *allowances* during such absence, unless such absence is excused as unavoidable. Under the provisions of 37 U.S.C. 403i, an enlisted member serving in paygrades E-4 (four years or less service), and below with dependents is entitled to BAH for a period not to exceed two months while the member is in a UA status. To be eligible for BAH the dependent must not be assigned to government quarters, and can not be residing with the member. Refer to Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series) for specific guidance on dependents requesting BAH.

- d. Personal Conduct. The member's, dependents', or guests' personal conduct so warrants.
- e. Occupant's Request. On the occupant's request, provided mandatory assignment does not apply.
- f. Revocable Agreement (ISSAs, MOUs, etc.). In the United States, when the Housing Authority has provided housing under a revocable agreement and determines it must assign such quarters to other base or station officers or enlisted members.
- g. Maximum Tour Expires. Overseas, if the same civilian employee's family has continuously occupied family quarters for a period equal to the area's maximum military tour, including authorized extensions, provided:
 - (1) Adequate community support housing is available within a two-hour round trip commuting distance;
 - (2) It is anticipated the employee will remain in the area longer than 90 days; and
 - (3) There is no surplus of public quarters.
- h. Member's Death. Effective 1 October 1993, Public Law 103-337, Section 604, amended 37 USC 403 to pay BAH to dependents of members who die in the line of duty under certain conditions. The Service pays BAH up to 180 days after the date of death if:
 - (1) The dependents do not occupy government quarters on the date of death.
 - (2) The dependents occupy government quarters on a rental basis on the date of death.
 - (3) The dependents vacate government quarters within 180 days of the member's death (pay only from the date the family vacates the quarters through the 180th day after death). Pay the current spouse, including spouses who are members. If none, divide the allowance equally among the dependents on whose behalf the member was entitled to receive "with dependents" BAH in the same amount and in the same manner as the deceased member would have received.
- i. Other Cases. In cases the previous policies do not cover, the assigning authority determines termination based on the Service's best interest:

- (1) The assigning authority determines termination is required due to unusual circumstances, such as the necessity for repairs and improvements. Fully explain the reason for such termination to occupants concerned as far in advance as possible and assist them to find other suitable housing.
 - (2) A member requests assignment to public quarters vacated or otherwise made available after initial assignment to present quarters. The member pays all moving expenses this type of relocation entails;
 - (3) The member will be absent from a permanent unit for 60 or more days on TAD, leave, hospitalized, etc., and requests or consents to the termination;
 - (4) The member and dependents expect to be absent temporarily from the activity for more than 20 weeks; or
 - (5) The member no longer is entitled to quarters, e.g., on appellate leave after court-martial conviction.
2. Exceptions. Assigning authorities may make exceptions to Section 6.F.1 policies for humanitarian reasons and other unusual or extenuating circumstances; evaluate requests to remain in quarters on individual merit; and approve at their discretion. Consult TABLE 6-5 for specific guidance. See Section 7.C for exceptions peculiar to leased units.
3. Termination Notice. Give occupants at least 30 days' notice to vacate quarters except in Section 6.F. cases, which may require fewer than 30 days' notice. The LHA charged with terminating or assigning quarters will write the occupant as far in advance as possible to state the date and conditions under which assignment to public quarters is to terminate. An assignment's actual termination date from quarters must not be earlier than the date the occupants vacate them. Institute procedures to ensure quarters allowance payments begin promptly after termination. See the U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series).
 - a. Notice of Impending Transfers or Separations. Commanding officers who do not control area housing but receive housing support from another command shall advise that housing authority of all impending transfers and separations of members assigned to public quarters in the support facility. Provide this notice in writing at least 45 days before scheduled departure, giving discharge or transfer date and the name of the new duty station. The assigning housing authority determines whether the member and his or her dependents are still entitled to occupy public quarters, and if not, will take the necessary action to terminate the assignment.
 - b. Maintenance and Repair. When notified an assignment is to terminate, the housing authority will determine the extent of maintenance and repair work required on change of occupancy and notify the facilities engineer or public works officer accordingly.
 - c. Pretermination and Termination Inspection. A pretermination inspection shall occur at least 30 days before the actual vacating date to inform the member of any conditions requiring restoration. Preferably on the day quarters are to be vacated, the housing

officer or their representative and the vacating member or their representative shall jointly inspect and inventory the quarters and all government-owned furnishings and equipment.

- d. Cleaning Quarters. Occupants must turn over quarters and immediate premises in a clean, orderly condition suitable for immediate reassignment. A commercial company may clean quarters left in an unsatisfactory condition and the housing authority may refer charges to the vacating member, unless they propose a satisfactory solution. Charges for cleaning quarters may be deducted from members' pay; see Section 6.G.1.
 - e. Issuing a Termination Notice. A member may not receive BAH until the quarters are actually vacated. When an assignment is terminated, the housing authority shall notify the member's personnel reporting unit per section 6.D.10.
 - f. Disposing of Personal Household Effects. Property Management Manual, COMDTINST M4500.5 (series), Section 8.Q., and the Personal Property Transportation Manual, COMDTINST M4050.6 (series), contain guidelines for disposing of personal household furnishings and effects left on the premises.
4. Failure to Vacate. If a person declines to vacate public quarters, including leased housing, and humanitarian considerations do not outweigh his or her removal, the housing authority may employ several measures to effect removal. Legal action is time consuming, with attendant loss of income and quarters availability for eligible assignees. An obvious approach is to treat the occupants as trespassers on government property, on the basis eligibility to occupy quarters subsequent to discharge terminated. Therefore, the housing authority may direct removal of individuals and their property and, if necessary, put the property in government storage at the occupant's expense. Monitoring actions to discharge or release personnel from active duty, prior notice of termination of assignment to quarters, and responsible commanding officer's vigorous action will minimize this problem and attendant loss to the government. Clear any action contemplated under this Paragraph through the area housing representative.
5. Postponement. Base requests to postpone termination of quarters assignment to prevent imposing a hardship on the member and/or dependents on individual merit. Examples of hardship conditions that may be considered are:
- a. Overseas Transfers. When members are transferring to an overseas location and the overseas area commander has advised housing will not be available for a specific period of time, and members desire their dependents to accompany them. Before authorizing a postponement under this paragraph, ensure a request for concurrent travel of dependents was processed.
 - b. Occupants' Health. Vacating quarters would adversely affect occupants' health.
 - c. School-Age Children. Dependents include school-age children and there are distinct advantages in prolonging occupancy until the school term(s) is complete.
 - d. Deceased Service Member. A deceased service member's dependents require

prolonged occupancy due to a relocation problem. See Section 6.F.1.g. When these conditions apply, the command may approve occupancy as civilian rental housing at a rental fee established following the procedures prescribed in Section 5.E.8.

- e. Other Conditions. Hardship conditions other than the above examples. Approve a thirty to ninety day extension depending on individual circumstances. The demonstrated lack of requirement for quarters for other military personnel must be taken into consideration regarding approval under the above provisions.
6. Repossessing Rental Units. Recover possession of units occupied by military and civilian tenants ineligible to remain as tenants. Housing authorities should make every effort to recover the premises fairly and amicably without resorting to court action. Before requesting legal eviction, the Housing Authority should be prepared to demonstrate: (1) the need for the housing; (2) the requested action conforms with applicable state or local laws; (3) the tenant was given Tenant Occupancy Instructions; (4) housing authorities made reasonable efforts to secure possession without referral to a U.S. Attorney; (5) if a reasonably large number of tenants must be relocated, notices to vacate are spread over a sufficient period to affect local housing conditions minimally; and (6) housing authorities have duly considered hardship cases.
7. Eviction. If a rental housing tenant does not comply with established regulations or violates the Tenant Occupancy Instruction, including any subsequent amendments, housing authorities may order him or her to vacate. If a tenant refuses to do so and cites the Soldiers' and Sailors' Civil Relief Act of 1940, as amended, the United States may apply for leave of court to evict. The Housing Authority should request legal assistance.

G. Liability for Damage or Loss.

1. Policy. Occupants of government housing shall reasonably care for the quarters. The resources available to maintain and operate government housing are limited; therefore, practices to avoid unnecessary expense must be encouraged. Proper use of government housing includes reducing energy and routine maintenance costs and eliminating the need to repair damage resulting from abuse or negligence. The Local Housing Authority shall safeguard housing by fully informing tenants of the standards and instructing occupants in using government housing economically and properly and their liability and responsibilities when occupying government housing. *Housing authorities are not to tolerate abuse or negligence of government housing.* Damage or loss of quarters due to abuse or negligence will require the member to repair or replace the property or voluntarily repay the Coast Guard's costs for property restoration. The LHA as a last resort may check the member's pay involuntarily for restoration costs, if the member will not voluntarily comply. Members' pay also may be offset for cleaning necessitated by their failure to clean a housing unit satisfactorily on terminating assignment to that unit in accordance with the Tenant Occupancy Instruction. The LHA will further deter abuse and negligence by initiating administrative disciplinary measures and/or UCMJ procedures in cases involving excessive damage to government housing. *Using government housing is a privilege.* Chronic abuse or negligence of government housing may negate future assignment to government housing.

2. Authority. 10 USC 2775 states an armed forces member is liable to the United States for damage to assigned quarters or loss of any equipment or furnishings there if the member's abuse or negligence caused the damage or loss. A Coast Guard civilian employee assigned government quarters who damages those quarters or causes loss of any of their equipment or furnishings also incurs a debt owed to the United States. 5 USC 5514 permits the United States to collect a debt owed it by a Federal civilian employee from his or her pay.
3. Definitions.
 - a. Abuse. Intentional or unintentional misuse that causes damage or abnormal wear and tear. It is attributable to the member if he or she or his or her dependent, guest, pet, or guest's dependent or pet caused the abuse. A guest is anyone the member or the member's dependent allows entry into the quarters. It does not include Coast Guard personnel or contractors who enter the quarters on official business.
 - b. Area Housing Authority (AHA). The AHA reviews the findings of liability and amount of damages when a member requests review of the local housing authority's decision. The AHA makes recommendations to the settlement authority when the member requests a waiver or compromise.
 - c. Cost. For replacement, the present price of the same or a similar item minus depreciation based on the damaged item's age. For repair or cleaning, the actual charge to repair or clean, but not more than the item's depreciated replacement cost. The rationale for this limit is the member should not pay more to repair or clean an item than it is worth. Use depreciation schedules contained in guides such as the *Marshall and Swift Home Repair and Remodel Cost Guide*. The LHA may publish a list of standard charges for common cleaning and repair services and replacement items. This is appropriate when Coast Guard personnel do the cleaning or repairing. Standard charges should approximate similar local charges. Post them on the housing office bulletin board and publish them in the Tenant Occupancy Instruction required by Section 6.E.1.
 - d. Damage. A decrease in an item's value not attributable to age or normal wear and tear. Damage is also any change to an item that adds to the cost or difficulty of maintaining the quarters or any unusual change to an item's appearance that the inspector believes requires correction.
 - e. Gross Negligence. The absence of even slight care, showing complete indifference to the consequences of the act or omission.
 - f. Inspector or Inspecting Officer. The person who finds and documents the existence of damage and assigns the damage a dollar value. The inspecting officer documents damages and gives opinions on whether the member's abuse or negligence caused the damage but does not decide whether the member is liable for paying for the damage; see Section 5.D.3.
 - g. Limitation of Liability. Holding a member fully responsible for all damage caused by the occupant's abuse or negligence, without limitation of the member's liability. This does not prevent a settlement authority from waiving or compromising a claim against the

member, if warranted.

- h. Local Housing Authority. The LHA decides if the member's abuse or negligence caused the damage the inspector reported and, if so, the extent of the damage, and assigns liability; see Section 2.B.5.
- i. Member. Personnel assigned to quarters without regard to military status.
- j. Negligence. Failure to exercise the degree of care a person of ordinary prudence would exercise in a similar situation. Negligence is attributable to the member the member, his or her dependent, pet, or any guests(s), including dependents', caused the damage. Negligence can be either a failure to act or a conscious action. For example, a small plumbing leak results from normal wear and tear, and the member knows of it but fails to report or fix it. Consider it negligence when the member's omission may cause serious water damage to the quarters after several days.
- k. Quarters. Government-owned family and unaccompanied personnel housing and government-leased family and unaccompanied personnel housing ashore and afloat.
- l. Settlement Authority. An officer to whom appropriate authority has delegated the authority to compromise, waive, or terminate collection of a claim. See the Claims and Litigation Manual, COMDTINST M5890.9 (series), Chapter 5. Consult the local legal office to identify the responsible settlement authority.

4. Procedures.

- a. Overview. Leased Housing program damage procedures are contained in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14. Damages may be identified during a regular inspection or reported to the housing officer by some other means. Either a regular or special inspection to look into any other report of damage meets the Section 6.G.4.b. investigation requirement. The Local Housing Authority decides liability issues and the extent of damage. For active duty Coast Guard members, the LHA may: obtain voluntary payment and close the case; or forward a Pay Adjustment Authorization, DD 139, to HRSIC to start an involuntary deduction from the member's pay; or forward the case to the AHA for review if the member requests. The AHA reviews the member's case only if he or she requests review and coordinates waiver or compromise with the settlement authority only if the member requests such waiver or compromise. See Enclosure (3). For other armed forces' members, Federal civilian employees, and former Coast Guard members, see Section 6.G.4.g. for disposition of those cases in which the LHA has decided the member is liable.
- b. Inspection Reports.
 - (1) Routine inspections of quarters will normally disclose the presence of damage. For damage in some other fashion, the housing officer should promptly conduct a for-cause inspection, which should occur during the workday and may occur without notice to the member if the circumstances require. It is important the inspecting officer have the initial inspection report available for comparison. The inspector

must document the existence of damage to the fullest extent possible, including pictures, diagrams, accurate measurements, and description of materials. Using a video camera is highly encouraged.

- (2) The inspector's report must include a specific opinion as to whether abuse or negligence caused the damage per Section 6.G.3.a or j. The burden of proof must be on the person(s) in the best position to know what happened, usually the occupant rather than the LHA. The inspector starts with a presumption or set of facts. When the inspecting officer discovers damage in quarters assigned to a member, he or she presumes abuse or negligence by the member or a party for whom the member is responsible caused the damage. If the inspector has no other information then they must find the member liable for the damages. The inspector must try to obtain from the member a statement on the source of the damage and may obtain statements from other persons with knowledge. A written statement is preferred, but the inspector may do telephone interviews. Because destruction of government or private property is a military offense, the inspector should keep in mind the possibility of disciplinary action before talking to the member. The inspector should consider recommending UCMJ action only in clear cases of major damage caused by the member's gross abuse, recklessness, or negligence.
- (4) The inspecting officer's report must specifically estimate the cost per Section 6.G.3.c. to clean, repair, or replace damaged items. If a list of standard charges is available, the inspector may use the standard charge. If the inspector estimates the cleaning, repair, or replacement cost of any item at \$100 or less, he or she may assign the cost without obtaining a written or oral estimate from a cleaning, repair, or replacement provider. The inspector must obtain a written or oral estimate for any item with cleaning, repair, or replacement costs over \$100.
- (5) The inspector forwards any inspection report that notes damages to the LHA, with a copy to the member via the member's command. *The inspector attaches to the inspection report: The description or documentation of damages; the cost computation and any required estimates; any statements, including the member's; and, the inspecting officer's opinion specifying whether the member's abuse or negligence caused the damage and the total cost of the damages for which the member is liable.*

c. Local Housing Authority Involvement.

- (1) The LHA reviews the inspector's report and determines if the member's abuse or negligence caused the damage. The LHA also starts with the presumption the member's abuse or negligence caused the damage. If the LHA decides no negligence or abuse was present, it closes the case, follows Section 5.D. in handling the inspection report, and informs the member of the action.
- (2) If the LHA finds the member's abuse or negligence caused the damage, the LHA verifies the accuracy of the inspector's cost computations per Section 6.G.3.c. and decides the extent of damage for which the member is responsible. The LHA sends

the member a demand-for payment letter demanding full repayment or restitution to original condition within 30 days of receipt. See Enclosure (3). If the occupant is an active duty Coast Guard member, the LHA's next action depends on his or her response to the demand letter. The preferred collection method is, first, voluntary repair or replacement in kind; and, second, direct payment or voluntary deduction from pay rather than involuntary deduction. If the occupant is an active duty Coast Guard member or does not respond with an offer to repair or pay in full, the LHA sends the file to the local settlement authority per the Claims and Litigation Manual, Paragraph 16-H-4.

- (3) If the member agrees with the inspector's report and agrees to repair or replace in kind or contract repairs, they can reimburse the Coast Guard in full using a cashier's check, money order or by executing a voluntary deduction from pay using DD Form 139. By whatever means to the LHA's satisfaction.
- (4) If the member submits new information and appeals to the LHA for reconsideration, the LHA reviews the case with the new information and informs the member by letter of its findings:
 - (a) The case is closed and the LHA will take no further action;
 - (b) The original findings stand and the LHA requires the member to repair, pay, or execute a voluntarily deduction within 30 days; or
 - (c) The LHA modifies the original findings and the member now must pay the revised damages or make repairs within 30 days. Again, voluntary repair and direct payment are the preferred collection methods.
- (5) If in turn the member requests the AHA to review the LHA's decision or for waiver or compromise of the debt owed the United States, the LHA forwards the case to the AHA and advises the member of its action. See Enclosure (3).
- (6) If the member makes no response within 30 days, the LHA forwards a Pay Adjustment Authorization, DD 139, to HRSIC to start an involuntary deduction from the member's pay.

d. Appeal, Waiver, or Compromise.

- (1) The AHA will become involved only if an active duty Coast Guard member specifically requests a review of the debt's basis or to waive or compromise the debt. An important distinction exists between review and waiver or compromise.
- (2) A request for review asks the reviewer to look at the case facts and either overrule the LHA's decision the member's abuse or negligence caused the damage or modify the LHA's decision fixing the extent of damages. The Area Housing Authority has the power to overrule the LHA's decisions about liability and the amount owed. If the AHA overrules the LHA on the issue of liability, the AHA returns the file to the LHA with the reasons for doing so and informs the member

of this action and the reasons for it. The AHA is encouraged to consult the servicing legal office in close cases on whether the member's abuse or negligence caused the damage. If the AHA modifies the dollar amount of damages, the AHA informs the LHA and the member of the modification, reminding the member the new amount is due and payable. If the AHA sustains the LHA's decision, the AHA informs the LHA and the member, reminding the member the original amount demanded is due and payable. If the member does not respond to the follow-up demand within 30 days with direct payment in full or a voluntary pay deduction, the LHA forwards a Pay Adjustment Authorization, DD 139, to HRSIC to start an involuntary deduction from the member's pay.

- (3) Waiver and compromise do *not* concern the existence of liability or amount owed but rather the policy and practical matters of whether or how much of the debt should and could be collected. Per Section 6.G.3.1., only the settlement authority decides these issues. The AHA must send requests for waiver or compromise to the cognizant settlement authority; however, the AHA's recommendation to the settlement authority is very important. The AHA should discuss waiver and compromise with the member to verify the basis of his or her request and recommend a fair, appropriate compromise amount. *Before* discussing compromise, the AHA must inform the member any figure agreed on will be only the AHA's recommendation to the settlement authority, who may accept or reject the agreed figure or reject compromise entirely.

- e. Remission of Indebtedness. If the member's pay is voluntarily or involuntarily checked, they may submit an application for remission of indebtedness using the guidelines in the Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series), Chapter 9-B-2
- f. Disposition of Reimbursements. The LHA shall credit all reimbursements to the account for maintaining damaged quarters. For leased quarters, credit payments to either the AHA's commercial leased housing or ISSA (for DoD leases) accounting line. See the Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series). Charge government incurred expenses for leased housing repair, replacement, loss, or damage to as follows:

Quarters	Object Class	Cost Account
FLH	4202	78651
UPLH	4202	78652

- g. Unresolved Damages. Take these actions for damages remaining unresolved at these members' final termination inspection:
 - (1) Members Released from Active Duty. Refer the case files of personnel being released from active duty for any reason (enlistment expires, other types of

discharges, etc.) to HRSIC (dc) before the member's discharge so HRSIC (dc) can prepare claims against the individuals as private citizens.

- (2) Other Armed Services' Members. To resolve damages to government housing by other armed services' members, the host command charges the sponsoring command in accordance with the ISSA. The sponsoring command must obtain that member's reimbursement to the government.
- (3) Federal Civilian Employees. Resolve damages to government housing by civilian employees the same way as for active Coast Guard members.

TABLE 6-1. EQUIVALENT MILITARY AND CIVILIAN PAY GRADES

Military Grade Group	Senior Executive Service/ Senior Level	General Schedule	Wage System
O-7 thru O-10	SES 1 thru 6; ES 1 thru 6	GS-16 thru GS-18	--
O-6	--	GS-15	--
O-5	--	GS-13 and GS-14	WS-14 thru WS-19; WL-15 and Production Support Equivalents
O-4	--	GS-12	
O-3	--	GS-10 and GS-11	WS-8 thru WS-13; WL-6 thru WL-14; WG-12 thru WG-15 and Production Support Equivalents
O-2, W-3, and W-4	--	GS-8 and GS-9	
O-1, W-1, and W-2	--	GS-7	--
E-7 thru E-9	--	GS-6	WS-1 thru WS-7 WL-1 thru WL-5 WG-9 thru WG-11
E-5 and E-6	--	GS-5	
E-4	--	GS-4	WG-1 thru WG-8
E-1 thru E-3	--	GS-1 thru GS-3	

Notes:

1. This table is based on the military/civilian relationship established for Geneva Convention purposes. The General Schedule and Wage System considers Nonappropriated Fund positions equivalent to their counterparts. Consider Senior Executive Service positions and GS-16 through GS-18 positions equivalent. Consider Senior Level positions and Senior Executive Service positions equivalent. For the Wage System, if a more precise relationship to military rank or General Schedule grades is necessary, the housing authority shall use the grade groupings in the table as a guide to determine such relationship. The housing authority shall use this table as a guide to determine equivalent grades for other civilian employees not included in the table legal authority
2. Do not use this table to classify civilian positions in the Coast Guard Housing Program. Base position classifications on the Classification Act of 1949 (now 5 USC 51), which is the principal for classifying Federal government positions.

3.

TABLE 6-2 ASSIGNING FAMILY HOUSING TO MILITARY PERSONNEL

A	B	C
Officer or Enlisted Member accompanied by dependent	Reported or Departing on PCS On leave or TDY incident to PCS On leave not incident to PCS	Do not assign to public quarters for temporary occupancy
Dependents of Officer or Enlisted Member not accompanied by sponsor	Is on TD and has terminated occupancy of quarters at permanent duty station	The dependents may be assigned to quarters appropriate to sponsor's grade
Officer or Enlisted Member accompanied by dependents	Is on TD and has terminated quarters occupancy at permanent duty station	Assign quarters if sufficient quarters are available for permanent party
Bachelor Chaplain	If he or she requires family quarters to perform professional and pastoral duties	The housing authority may authorize family quarters on confirming this need; however, assign multiple occupancy for two or more such chaplains
Foreign Officers	Requesting assignment to Coast Guard housing	Housing authority may require Commandant (G-WP) approval to make CG public quarters available on the same basis as for CG personnel (see note)
Families of military members assigned overseas or in receipt of overseas PCS	Requesting assignment to Coast Guard quarters INCONUS for duration of member's overseas assignment	INCONUS housing authority may assign quarters if sufficient quarters are available for permanent party

Note: When assigning family quarters, use OMB Circular A-45 to determine the reimbursement rate. See Section 6.D.5.a.

TABLE 6-3. MINIMUM BEDROOM REQUIREMENTS

Number of Dependents (Excluding Spouse)	Minimum Number of Bedrooms
None	1
One	2
Two, except as follows:	2
One 10 years or older	3
One 6 years or older and other of opposite sex	3
Three, except as follows:	3
Two 10 years or older	4
One 10 years or older and other two of opposite sex with one 6 years or older	4
Four, except as follows:	3
One 10 years or over	4
One 6 years or older and all three the opposite sex of the one	4
Two 6 years or older of opposite sex and both the same sex	4
Two 10 years or older and other two of opposite sex with one six years or older	5
Three 10 years or older	5
Five	4 or More

Notes:

1. Table applies to both leased and owned housing unless otherwise noted.
2. The table is based on these policies:
 - a. No child should share a bedroom with parents;
 - b. At most two children should share a bedroom;
 - c. A child 6 years or older should not share a bedroom with a child of the opposite sex; and
 - d. A child 10 years or older is entitled to a separate bedroom.
3. Dependents are those who actually reside with the sponsor more than 50 percent of the time.
4. LHAs are authorized to adjust the minimum requirements individually as follows:
 - a. To relieve or prevent a hardship;
 - b. To use owned housing that otherwise would remain vacant; and/or
 - c. To correct an imbalance between assets and requirements;
5. Do not increase bedroom requirements solely to qualify sponsors for leased housing.
6. Count an unborn child beyond the fourth month of pregnancy as a dependent.

TABLE 6-4 ELIGIBILITY DATE FOR ASSIGNING OVERSEAS FAMILY HOUSING

A	B	C
		Base eligibility date for family housing on (see Note)
When a member	is assigned	
assigned to a CONUS unit	overseas where dependents are authorized	date departed last permanent duty station
serving an unaccompanied overseas tour where dependents are not authorized	overseas where dependents are authorized	date departed last permanent duty station for the unaccompanied overseas tour
serving an unaccompanied overseas tour where dependents are authorized	overseas where dependents are authorized	date departed last duty station
is separated from family (deployed), verified by separation allowance over 3 months during previous 12	overseas where dependents are authorized	advancement on the waiting list prorated by 1 day for every 3 days separated
serving an accompanied overseas tour	another accompanied overseas tour before completing the first one (not consecutive overseas tour)	date separated last permanent duty station for the first accompanied overseas tour
	another accompanied overseas tour voluntarily on completing the first one (consecutive overseas tour)	date separated last permanent duty station
	another accompanied overseas tour involuntarily on completing the first one (consecutive overseas tour)	date departed last permanent duty station for the first accompanied overseas tour

Note:

Overseas housing authorities may deviate from these eligibility date policies if necessary. When responding to a member's entry approval request, overseas housing authorities must advise member if deviating from this TABLE and provide a copy of the policy change to Commandant (G-WPM-4).

TABLE 6-5. RULES FOR TERMINATING FAMILY HOUSING OCCUPANCY

When the Member:	The Housing Authority:
1. Departs on PCS	Normally requires the family to vacate on orders' effective date (detachment); see JFTR, Appendix A, and Note 1.
2. Dies	Normally requires the family to vacate quarters within 180 days of death; see Note 1.
3. Changes from active to retired or inactive duty status	Normally requires family to vacate quarters on retirement date or change to inactive duty status; see Note 2.
4. Is ordered overseas on PCS	Allows the member to retain quarters until dependents receive port call, if this will be within 20 weeks.
5. Is ordered to school for fewer than 20 weeks on TEMDUINS with subsequent PCS	Allows the member to retain quarters until dependents receive authority to travel to station on the sponsor's PCS orders.
6. Is ordered on PCS not covered by Rules 4 or 5 above and dependents do not accompany member	Determines when to vacate quarters; see Note 3.
7. Is an active duty petty officer who accepts appointment and active duty as officer or warrant officer without interrupting active service	Does not require the member to vacate public quarters or rental housing until appropriate housing is available.
8. Transfers to a hospital for special treatment	May authorize the member to apply to retain public quarters and doctor recommends retention.
9. UA	Notify dependents within 10 days of UA to vacate by 60 days of sponsor's UA date.
10. Is away from permanent station on TAD and scheduled to reassume base duties	Authorizes the member to retain assigned quarters.
11. The member's dependents no longer reside together in government quarters due to divorce or legal or voluntary separation	Directs the member or dependents to vacate government quarters, usually within 30 days; see Section 6.D.2.c.

Notes:

1. The housing authority may extend this time individually if hardship circumstances justify; the authority imposes a deadline when the hardship ceases.
2. The housing authority may permit retired members to remain in government-owned or -leased quarters for a short, reasonable time, normally up to 30 days, if an emergency or semi-emergency condition exists. The local housing authority or an appropriate official senior in grade or rank to the occupant determines whether circumstances warrant extension. Collect an amount equivalent to the BAH normally forfeited.
3. The housing authority may allow the dependents to remain for a longer period as provided in Note 1. or until the member returns from overseas if an assigned member's family will not require the quarters. Personnel occupying Coast Guard-owned quarters ordered to restricted duty may choose to continue to occupy them and their dependents may remain for the duration of the restricted duty tour.

CHAPTER 7 THE LEASED HOUSING PROGRAM

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CHAPTER 7. THE LEASED HOUSING PROGRAM

A. General.

1. Authority. Under authority of 14 USC 475(a), the Secretary is authorized to lease existing housing for Coast Guard military personnel *if Coast Guard installations lack adequate housing facilities on-base or nearby*. Domestic leases are subject to the limitations of the Anti-Deficiency Acts (1-year terms) contained in 31 USC 1341.
2. Policy. Leased housing is a privilege granted to certain Coast Guard members in areas where specific pay grades generally are unable to afford adequate housing because of the high cost or absence of private housing or lack of government-owned housing. *The privilege of occupying leased housing is not guaranteed*. All personnel should be prepared to obtain private housing on the open market, regardless of local market conditions or the anticipated availability of leased quarters. Family leased housing is the top priority in the Leased Housing Program.
3. Management Operations. Except where this Chapter specifies and for current Commandant (G-WPM) fiscal year funding guidance, policies and procedures for leased quarters are the same as public quarters. See Chapters 6 and 9.
4. Availability of Government-Owned Quarters. Assign eligible personnel to available adequate Coast Guard-or DOD-owned quarters (family and UPH facilities) before considering for Coast Guard-leased housing. All requests for leased quarters must include the statement, "No government-owned quarters are available at this time." Leased Housing Contracting Officers shall not sign lease contracts without including this statement and verifying its accuracy.
5. Assigning Coast Guard-Leased Housing. With few exceptions, leased housing assignments are based on the absence of adequate, suitable government-owned and community-based housing near Coast Guard installations and eligibility.
6. Definitions. These definitions apply to words or phrases used throughout this Chapter.
 - a. Administrative Cost Ceiling. The monthly dollar limit set by Commandant (G-WPM-4) which may be expended on individual leased quarters that is equal to 120 percent of the BAH-derived housing cost for a particular area.
 - b. Area Housing Authority (AHA). Integrated Support Commands or large Headquarters units designated by Commandant (G-WP) to manage the Leased Housing Program for all leasing areas under their cognizance.
 - c. BAH-derived Matrix. Used in military Housing Areas (MHA); see Section 1.C.1.b. Leased housing information sheet based on total housing costs provided by DOD. Commandant (G-WPM-4) provides these costs to Area Housing Authorities.
 - d. Baseline Matrix. Used in County Cost Groups (CCG); see Section 1.C.1.b. Leased housing information sheet showing eligible pay grades for various sized leased housing

units in specific areas. The matrix is a starting point for locating cost-effective leases.

- e. Cost-Effectiveness. The condition in which leased quarters' rental and utility costs are within 5 percent of BAH-derived housing costs.
- f. Exemptions.
 - (1) Blanket. A waiver from leased housing acquisition, eligibility, or assignment policy that includes *All* leases or a specific type of lease in a specific geographic area.
 - (2) Individual. A waiver from leased housing acquisition, eligibility, or assignment policy that involves only one lease or member.
- g. Family Leased Housing (FLH). The Leased Housing Program that applies to members whose dependents accompanies them.
- h. Involuntary Geographic Bachelor. See Section 9.A.2.1.
- i. Lease Allocation. The expected number of leases an AHA is to maintain based on the maximum funding level and BAH-derived and baseline matrices. AHAs may exceed the number of leases but may not exceed the maximum funding level provided by Commandant (G-WPM-4).
- j. Leased Housing Contracting Officer (COTR). Contracting Officers authorized to sign Coast Guard Residential Lease contracts. In many cases the COTR is the Area Housing Officer (AHO).
- k. Leased Quarters. A privately owned dwelling as a single house or part of a multiple-unit building leased by the Coast Guard for use as public quarters.
- l. Leasing Area. A geographical area in which the Commandant has authorized the Leased Housing Program.
- m. Local Housing Authority (LHA). The commanding officer the Area Housing Authority has designated to manage the Leased Housing Program in a leasing area.
- n. Maximum Funding Level. The total funds available to each AHA for leases throughout the fiscal year; the AHA must obtain authorization from Commandant (G-WPM-4) to exceed this amount.
- o. National Median Housing Cost (NMHC). The median rental housing costs of military members surveyed nationwide; see Section 1.C.1. Commandant (G-WPM-4) publishes the NMHC annually.
- p. Occupant. The person(s) the Coast Guard assigns to Coast Guard-leased quarters who consequently forfeits all government housing allowances.

- q. Set-Aside Program. An agreement between military base commanders and privately owned housing complexes to provide affordable, adequate community-based housing to military members. Depending on the agreement, security deposits, application fees, and credit checks usually are waived and rental costs reduced, generally at or below established BAH rates.
- r. Total Housing Allowance (THA). The total of a member's housing allowance (BAH) plus expenses the member absorbs. The member's out-of-pocket expense, what they pay is now equal to twenty percent of the National Median Housing Cost (NMHC).
- s. Unaccompanied Personnel Leased Housing (UPLH). The Leased Housing Program applicable to personnel assigned afloat and ashore who do not have dependents.
- t. Voluntary Geographic Bachelor. See Section 9.A.2.Y.

B. Eligibility. At least annually AHAs must determine housing rental costs (rent + utilities except telephone and cable TV) for 1-, 2-, 3-, and 4-bedroom leases in each area of responsibility. In addition, provide baseline matrices to their respective LHAs in accordance with the Coast Guard Leased Housing Procedural Guide, COMDT PUB P11101.14, Chapter 1-D. Direct LHAs and HRs to use AHA-provided baseline matrices to determine leased housing eligibility. Provide baseline matrices for each leasing area with annual leased housing budget requests. BAH-derived and baseline matrices will be used to set leased housing funding allocations.

1. Family-Leased Housing (FLH). Eligibility for the FLH program includes pay grade and bedroom size combinations up to and including four-bedrooms for which the total housing cost of the housing unit for which the member qualifies exceeds the total housing allowance. See TABLE 6-3 to determine minimum bedroom requirements.
2. Unaccompanied Personnel Leased Housing (UPLH).
 - a. Members Assigned Ashore. Except for unaccompanied members living in UPHs, unaccompanied members assigned ashore should live in community-based housing with their housing allowance. Obtain Commandant (G-WPM-4) approval prior to assigning unaccompanied members assigned ashore to UPLH.
 - b. Members Assigned Afloat. Unaccompanied members in pay grades E-5 and above should live in community-based housing with their housing allowance if not assigned to UPH facilities. Make UPLH assignments for afloat E-4 and below members only if they cannot be berthed in UPH facilities in accordance with Sections 9.B.6 and 9.C.3. Give UPLH assignment priority to unaccompanied members in pay grade E-4. See Section 9.C.2 for the required six-month live-aboard orientation period for unaccompanied members assigned to certain cutters.
3. Members Married to Members.
 - a. Members married to members are eligible for FLH provided both are assigned within a one hour round trip commuting distance of a common residence and the total housing cost for the leasing area exceeds their combined total housing allowance.

- b. For members not assigned within a one hour round trip commute of a common residence, treat each member as a separate, single, single individual in determining leased housing eligibility in accordance with Section 7.B.2. An AHA may never acquire 2 family leases for the same family.
- 4. Transfers. Personnel routinely transferred within a leasing area may continue to occupy leased quarters provided they still are eligible for the program.
- 5. Members Assigned Overseas. Accompanied and unaccompanied members assigned overseas and entitled to Overseas Housing Allowance (OHA) are not entitled to leased housing. DOD establishes OHA rates; submit adjustment requests via chain of command to Commandant (G-WPM-2).
- 6. Restricted Duty. Personnel occupying FLH quarters ordered to restricted duty may continue to occupy leased quarters and their dependents may occupy such quarters for the duration of the restricted duty tour. In addition, an AHA may assign FLH quarters to dependents of any eligible member (E-2 and above) with orders to isolated, dependent-restricted duty provided the member is eligible for FLH where he or she requests assignment.
- 7. Voluntary Geographic Bachelor. Voluntarily geographic bachelors are not eligible for leased housing and may not occupy it under any circumstances.
- 8. Involuntary Geographic Bachelor. Assignment of involuntary geographic bachelors to UPLH requires written authorization from Commandant (G-WPM-4).
- 8. Previous Voluntary Departure from Leased Housing. Do not authorize members who voluntarily move out of leased housing to reenter the Leased Housing Program until reassigned to another leasing area. The government does not authorize local movement or household goods storage for the member's convenience. See Section 8.F.3.b.
- 9. Refusal to Occupy Owned Housing.
 - a. If a prospective occupant refuses to move to available government-owned quarters, he or she is not eligible for Coast Guard-leased housing for the duration of his or her PCS tour.
 - b. If a Coast Guard-leased quarters occupant refuses to move to available government-owned quarters, immediately provide notice the assigning authority will terminate the lease in 30 days. See Section 7.B.10.b.
- 10. Change in Eligibility Status.
 - a. In most cases if leased housing occupants become ineligible for leased quarters, allow them to remain until they complete a normal tour, including extensions, as defined in the Personnel Manual, COMDTINST M1000.6 (series), Section 4.C.2. If they are separating or divorcing; see Section 6.D.2.c. Do not allow ineligible members to continue to occupy leased quarters once they complete a tour, as extended, even if reassigned within the same geographic area. Members with hardships may request an individual exemption under with Section 7.C.1.

- b. Ineligible members required to move from leased housing have these options:
- (1) Remain in the leased quarters if authorized an individual hardship exemption per Section 7.C.1.
 - (2) Remain in the quarters on a private rental basis if the AHA terminates the lease and the lessor agrees to lease to the member. The member pays any required security deposits in such cases.
 - (3) Locate other acceptable private quarters.

11. Length of Occupancy. Advise prospective occupants, occupancy in Coast Guard leased quarters is normally allowed for the duration of the member's tour so long as they remain eligible. But extenuating circumstances, such as government-owned housing availability, budget reductions, misconduct, excessive utility consumption, Lessor's refusal to renew lease, etc., could change their eligibility status and necessitate early termination of their leased quarters assignment. See Section 6.F.

C. Exemptions.

1. Individual. The AHA has authority to grant most leased housing individual exemptions. Commandant (G-WPM-4) must approve exemptions to lease single family homes, exceed normal housing unit net square footage standards in Enclosure (15), exceed the number of bedrooms for which qualified, or exceed the administrative cost ceiling. Individual exemption requests shall be the exception rather than the rule; consider them in conjunction with relevant input from responsible Work-Life Dependent Resource Coordinators or Family Program Administrators.
2. Blanket. Only Commandant (G-WPM-4) may authorize blanket exemptions.
3. Requesting an Individual or Blanket Exemption. Follow procedures outlined in the Leased Housing Procedures Guide, COMDTPUB P11101.14, to request an exemption. All command levels must critically evaluate exemption requests to ascertain actual need. Send requests via the chain of command, to include, at a minimum:
 - A statement explaining the request;
 - The member's name and pay grade;
 - Dependents by age and gender;
 - Cost of housing unit (rent and utilities);
 - Size (sq. ft.), number of bedrooms, and address of prospective housing unit;
 - Special requirements.

D. Program Management.

1. Responsibilities. See Chapter 2.

2. Leasing Quarters.

- a. Economy. AHAs shall lease a given area's most economical, adequate quarters available. Negotiate only cost-effective rent and utility payments in accordance with the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14. Ensure all leases are a good value and not excessive in size or amenities. Do not use the average cost of current leases as a leasing target. Quarters that meet Section 6.B.2 standards generally are acceptable for leasing. Consider neighborhood safety, quality of schools, and reasonable proximity to parks and recreation as additional adequacy factors when leasing housing.
 - (1) Obtain Commandant (G-WPM-4) approval before leasing quarters with five or more bedrooms.
 - (2) Phase out leased quarters considered unacceptable from the inventory. Unless critical, a single defect is not cause to declare quarters inadequate. Obtain Commandant (G-WPM-4) approval before renewing leases for quarters determined not cost-effective.
 - (3) Observe this priority when leasing quarters:
 - (a) Apartments.
 - (b) Townhouses, condominiums, or duplexes.
 - (c) Single family detached dwellings.
 - (4) Efforts to acquire leased housing must cease if adequate quarters are located, available to the prospective occupant, and within their total housing allowances. See Section 7.F.1.c.
 - (5) Do not consider pet ownership as a selection factor when acquiring or assigning leased housing. Discourage ownership of large pets, especially when assigning members to apartments, because of the increased likelihood of damage.
- b. Distributing Leases in a Leasing Area. Distribute leasing allocations among owners to derive maximum benefit from a competitive business climate. This normally would preclude executing the entire area allocation with one owner, but doing so is authorized if it is clearly more advantageous to the government.
- c. Quarters Under Construction. The Coast Guard may lease only existing properties or those in the final construction stages. When leasing incomplete properties, take care to ensure landlords do not, after completing construction, allege that properties were

specifically designed, equipped, or constructed for the Coast Guard. The Economy Act and various Anti-Deficiency Statutes generally prohibit obligating appropriated funds beyond the fiscal year or before funds actually are appropriated.

- d. Multiple Quarters Under Single Lease Contract. Do not execute one lease for two or more housing units on one lease contract. Each leased housing unit must have a separate, distinct lease contract.
 - e. Leased Housing as Public Quarters. Operate leased housing as public quarters. The lease contract may not be amended to contain clauses naming any member and/or member's family as the prospective occupant. The contract may not state or imply it will terminate simultaneously when any particular occupant transfers.
 - f. Rent-Set-Aside Program. Do not lease housing in areas with established Rent-Set-Aside Programs that provide adequate housing within a member's THA. See Sections 3.C.7.a and 7.A.6.q.
 - g. Amenities. Leased quarters must be adequate and contain all amenities customarily found in most private rental housing. Quarters may not contain undue amenities such as individual swimming pools, excessive walks and driveways requiring snow removal, large lots requiring extensive lawn and shrub care, docks, or outbuildings except for garages and/or storage sheds. Leased quarters should not entail undue liability, increased energy cost, or excessive tenant maintenance if alternate, adequate quarters are available. Swimming pools, sundecks, and similar amenities are part of many modern apartment complexes. The Coast Guard may lease in complexes containing such amenities so long as unit costs compare to other economical housing in the area.
3. Bedroom Allowances.
- a. FLH. TABLE 6-3 shows bedroom allowances for eligible members. Eligible members may be authorized housing units with four bedrooms at most.
 - b. UPLH. Eligible members may live only in multiple-occupancy units. Each person must have a separate bedroom. Unless unavailable or not cost-effective, all UPLH leases will be three-bedroom units.
4. Lease Contracting. Each LHA or HR negotiates leases using the United States Coast Guard Residential Lease, CG-5571, generated automatically by HMIS. See Enclosure (19). The United States Coast Guard Residential Lease General Provisions, CG-5571A, Enclosure (19), and the Prelease Inspection Report discussed in Section 5.D.4.a make up a complete lease contract. No other lease contracts are authorized and pen and ink changes are not allowed. Submit all leases negotiated in accordance with procedures in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14, to the Area Housing Officer, who exercises final approval authority. Once approved, the leased housing contracting officer executes the lease in accordance with Enclosure (19) and other applicable instructions. Commandant (G-WPM-4) authorizes leased housing contracting officers (LHCO) to sign leases up to a maximum value of \$30,000 per year after successful completion of the Coast Guard Leased Housing Contract Training Course. Maintain comparable rental data to

support all lease selections. Observe these guidelines when negotiating and executing leases:

- a. Cost-Effectiveness. Negotiate the lowest possible rent and utility payments in accordance with Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14; see Section 7.D.2.a.
- b. Direct Deposit and Electronic Funds Transfer. Lease payments shall be made by electronic funds transfer deposited directly into a lessor's bank account unless the AHA waives this requirement. Do not approve new lease contracts not on direct deposit unless the housing unit is more cost-effective than other available housing units. Encourage all current and potential lessors to sign up for direct deposit and advise them of its many benefits, e.g., money received more efficiently, prompt tracing if not received, etc. Additional information is available on the CG Finance Center's Internet web site: "www.uscg.mil/hq/fincen/vendor1.htm."
- c. Utilities.
 - (1) Contracting and Payment. To limit the number of parties involved in a lease, negotiate leases with a clause obliging the owner to furnish utilities, except telephone. The total rental cost of each leased quarters shall be low enough to fall within the prescribed monthly dollar limitation. AHAs should approve a lease not including utilities only if no other lessor will agree to include them in the lease and no other alternatives exist. Members may not pay any utility costs for any reason.
 - (2) Abuse and Monitoring. Do not tolerate utility abuse in Coast Guard-leased housing. Inform the lessor he or she must monitor utilities (unless the lease does not include utilities), and notify the Coast Guard if the occupants abuse them. See Section 5.E.4. for guidance on utility abuse and monitoring.
- d. Maintenance and Repair. Hold government responsibility for maintenance and repair to a strict minimum by stating the lessor's obligation to maintain the property in a reasonably good state of repair as a lease provision. The tenant or occupant must perform the customary grounds care and housekeeping duties he or she would under private tenant/landlord relationships. AHA and LHA special instructions to each occupant on assignment to leased quarters must include the tenants' responsibilities for property upkeep and should be documented in the tenant occupant guidelines.
- e. Occupant and Lessor Financial Agreements. If the member contracted for quarters before the Coast Guard assumed lease obligations, the lessor must return to the member any advance rental and/or security deposit he or she paid on executing the government lease contract. The standard contract prohibits separate financial agreements and states no occupant and lessor financial agreements, including pet agreements, are allowed. Contracts written on such quarters must allow the Coast Guard to reassign the quarters to another member.
- f. Leasing from Military Members and government Employees. In view of the potential for conflict of interest, Federal Acquisition Regulation (FAR) 3.6 and Transportation Acquisition Manual (TAM) 1203.6 provisions may govern leasing from government

employees, e.g., military members and civilian government employees. These regulations should guide lease negotiations with government employees. Comply with these provisions during the initial negotiation process for leasing individually owned quarters when leasing quarters under corporate or other ownership forms if such ownership includes government employees:

- (1) The lessor and/or owner of the quarters the Coast Guard is contemplating leasing, must state if they are a Federal employee in the standard residential lease contract. Send the Area Housing Authority all exemption requests to lease from military members and government employees in accordance with Section 7.C. The request should demonstrate the AHA is granting the individual exemption for the most compelling reasons, i.e., cases in which the government's needs can't be reasonably supplied otherwise.
 - (2) In considering an exemption to allow leasing from a government employee, the lease must designate a local "agent" for the property owner who has full authority to manage the property. This agent can not be another government employee.
 - (3) Prevent charges of favoritism or mismanagement, by not leasing properties owned by active duty members or their family when assigned within a one-hour commute of the property.
 - (4) The lease file shall contain the exemption request and reply, the member's CG-4170A, the written designation of the local agent, paper clippings showing housing availability, and/or letters from real estate agents stating housing availability at the time of the request and the usual items found in a regular lease file. See the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14, Chapter 1-I.
 - (5) An AHA may lease from U.S. Postal Service employees and military retirees. Request an individual exemption for Reservists, regardless of status.
- g. Lease Termination and Vacancies. Terminate the lease contract when the quarters are no longer required, there is no prospective occupant within 10 days of vacancy or when required under other circumstances. When canceling occupied leased quarters, the member is entitled to government-funded local movement or storage of household goods in accordance with Section 8.F.f. *As a general rule, do not retain vacant quarters in inventory beyond 10 days.* Two days or less is the normal, accepted time for quarters to remain vacant. When deciding to retain vacant quarters, always compare local leased housing costs, availability, commuting, travel and transportation cost. Obtain advance approval from Commandant (G-WPM-4)'s to:
- (1) Retain vacant quarters in the leasing inventory longer than 30 days.
 - (2) Hold leased quarters vacant beyond five (5) calendar days solely for maintenance purposes.
- h. Non-discrimination. All Coast Guard leased housing contracts shall contain a statement ensuring that quarters are available to all members without regard to their race, color,

creed, national origin, age, or sex.

- i. Smoke Detectors. All Coast Guard-leased quarters must have working hard-wired smoke detectors with battery backup on every floor. The owner or the owner's agent must purchase, install, and maintain these smoke detectors in accordance with local and state law. If neither the locality nor state requires hard-wired smoke detectors with battery backup, the owner must purchase, install, and maintain hard-wired smoke detectors with battery backup meeting National Fire Protection Association (NFPA) Publication 101, Life Safety Code, standards. See Section 5.E.5.e.
 - j. Carbon Monoxide Detectors. See Section 5.E.5.f.
 - k. Tenant Occupancy Instructions. Section 6.E.1 discusses the requirement for all leased housing occupants to sign for receiving tenant occupancy instructions.
5. Visitation Privileges. In multiple-occupancy UPLH quarters, all tenants must consent before any other person(s) may visit. For due cause in particular cases, the Local Housing Authority can specify visitation privileges shorter than 30 days, as Section 6.E.2.b describes. Members who violate either the applicable procedure or competent authority's pertinent direction may forfeit the benefit of leased housing, per Section 6.E.2.b.
6. Furnishings Policy.
 - a. Rental. Do not rent furniture or lease furnished apartments using Leased Housing Program funds. Units may use their AFC-30 funds to rent or lease furniture for leased housing.
 - b. Furniture in Common Areas. The furniture a member provides for use in common areas (any area except the bedroom) of multiple-occupancy UPLH quarters should meet all other occupants' approval and be available for their use.
7. Occupant Responsibilities. Give a copy of the lease contract to each Coast Guard leased housing occupant, who must abide by its provisions. The LHA shall advise a member assigned to leased quarters in writing of lease terms specifying occupant responsibilities and the strict prohibition against occupant and landlord agreements. Additionally, leased quarters occupants have the same responsibilities, as Coast Guard owned quarters occupants as Chapter 6 outlines.
8. Notice of Intent to Vacate Quarters. Section 6.E.2.f.(2) requires housing occupants to give a 45 day written Notice of Intent to vacate quarters before departure. Except for emergencies or short-notice PCS transfers, hold members liable for leased quarters' vacancy costs.
 - a. To compute the vacancy cost dollar value, pro-rate the month's rent. The member can be held liable for a maximum of one month's rent.
 - b. The Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14, provides detailed guidance to recoup funds for leased housing vacancy costs.

9. Government's Liability to Occupants. Encourage members occupying government-leased housing to maintain suitable private liability insurance coverage against possible losses. See Sections 6.E.1.h and 6.E.2.e. Pursuant to the Military Personnel and Civilian Employees Claims Act, leased housing occupants may file claims for any loss or damage to their personal property located at such quarters, provided the occupants' own negligence did not cause the damage. See the Claims and Litigation Manual, COMDTINST M5890.9 (series), Chapter 6.
10. Damage to Leased Quarters.
 - a. Abuse or negligence of government housing will not be tolerated. The Service requires members found responsible for damaging leased quarters to pay full restitution under 10 USC 2775 provisions, which give the Coast Guard authority to deduct from members' pay housing repair or replacement costs resulting from their abuse or negligence or housing unit cleaning costs necessitated on assignment termination. See Section 6.G. on assessing liability. Follow procedures in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14.
 - b. When submitting lessors' housing damage claims, follow the Coast Guard Claims and Litigation Manual, COMDTINST M5890.9 (series), Section 3-G-1-b, and the Contract Disputes Act of 1978, as amended, 41 USC 601-613. Follow procedures in the Coast Guard Leased Housing Procedural Guide, COMDTPUB P11101.14, Chapter 1-F. Settle lessor's housing damage claims with 60 days of receiving a properly submitted, complete damage claim.
11. Inspections. Inspections minimize damages. Check for structural damage, monitor quarters' proper maintenance, ensure quarters are clean and adequate for occupancy, curb excessive utility consumption by identifying malfunctioning equipment or wasteful energy practices, and ensure both occupant and owner are aware of their responsibilities under the lease. See Section 5.D. for specific guidance on inspections.
12. Monthly Reports. Commandant (G-WPM-4) runs several monthly reports to ensure adequate management of government leased housing resources and for CG, DOT, and congressional inquiries. Enclosure (1) lists these leased housing and all other reports that can be retrieved from HIMS real time.

E. Funding Procedures.

1. Costs.
 - a. AHAs shall manage lease allocations, average cost limitations, and administrative cost ceilings within the limitations established annually by Commandant (G-WPM). Additionally, an AHA must obtain advance approval from Commandant (G-WPM-4) to execute a lease if it exceeds the respective BAH-derived housing cost by 120 percent or more; e.g., if the BAH-derived housing cost is \$500, the administrative cost ceiling is \$600: $\$500 \times 120 \text{ percent} = \600 .
 - b. LHAs and AHAs shall ensure cost-effectiveness when renewing current leased contracts. Obtain Commandant (G-WPM-4) approval before renewing non-cost-effective leases.

See Section 7.D.2.a.

- c. AHAs shall more tightly restrict the Leased Housing Program wherever eligible members administer the Leased Housing Program more stringently wherever eligible members can afford adequate community-based housing with their housing allowance.
- d. UPLH funding is limited to the required number of berths shown in TABLE 9-1 minus available UPH beds. AHAs shall determine the number of available UPH beds in their respective areas and strictly manage their UPLH funds accordingly.

- 2. Cost Accounts. District, ISC, MLC, and Headquarters accounting offices shall charge these cost centers:

78651	Family Leased Housing
78652	Unaccompanied Leased Housing

For Commandant (G-WPM-4) AFC-11 and AFC-12 accounts, AHAs, LHAs, and accounting offices must charge only actual leased quarters' direct expenses. Charge expenses supporting the Leased Housing Program, e.g., vehicles, data-processing equipment, etc., to local AFC-30 accounting lines using Servicewide cost centers in place of OPFACs.

- 3. Object Class. TABLE 7-1 shows the FINCEN SOP Object Classes for the Leased Housing Program.
- 4. Funding Requests. Leased Housing Program funding is not guaranteed. AHAs must properly plan and budget for these funds. Submit annual leased housing budget requests in accordance with Commandant (G-WPM-4) guidance. Generally, requests are due by 1 July for the upcoming fiscal year. See Section 7.B for requirement to include baseline matrices with funding requests.
- 5. Allocations.
 - a. Distribution.
 - (1) Distribute allocations based on leasing needs.
 - (2) Commandant (G-WPM) reserves the authority to shift allocations between AHAs to meet Servicewide needs.
 - b. Changes. Address requests for changes to lease allocations to Commandant (G-WPM-4), who revises leased housing allocations annually.

CHAPTER 8 FURNISHINGS AND EQUIPMENT

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CHAPTER 8. FURNISHINGS AND EQUIPMENT

A. General.

1. Application and Scope. This Chapter prescribes policies and procedures for providing UPH furnishings and housing equipment. This guidance applies to initial outfitting, managing inventory, maintaining, repairing, and replacing UPH furnishings and housing equipment for all housing under the Coast Guard's management control except for command, special command, and flag quarters. See COMDTINST 11103.1A for guidance on these types of quarters.
2. Definitions. For this Chapter, these definitions apply.
 - a. Continental United States (CONUS). The forty-eight contiguous states and the District of Columbia.
 - b. Equipment. Major household appliances listed in TABLE 8-1.
 - c. Furnishings. Includes UPH furniture and miscellaneous items listed in TABLE 8-4. The term "furnishings" does not include such household items as radios, audio equipment, televisions, VCRs, vacuum cleaners, table linens, cutlery, silverware, dishes and kitchen utensils, except for use in special command positions.
 - d. Initial Outfitting. Authorized items of UPH furnishings and housing equipment procured for inclusion in newly constructed or acquired housing.
 - e. Overseas. All areas outside the United States' continental limits, including Alaska and Hawaii.
 - f. Replacement. Substituting new or serviceable items gained from procurement or transfer for economically non-repairable authorized items of UPH furnishings and housing equipment in the inventory.
3. Responsibilities and Approvals. The below have responsibility and approval authority for managing and controlling equipment and UPH furnishings:
 - a. Commandant (G-WP).
 - (1) Establishes standards, criteria, allowances, procedures, and controls for providing UPH furnishings and housing equipment.
 - (2) Recommends to the Secretary of Transportation the designation of and changes to special command positions.
 - b. Commandant (G-SEC). Programs and budgets funds to initially outfit UPH furnishings and housing equipment as part of the individual housing project.
 - c. MLC Commanders.

- (1) Approve all requests for improvement over \$10,000 to any one house in any one fiscal year. See the Civil Engineering Manual, COMDTINST M11000.1 (series).
- (2) Approve all equipment waiver requests.

d. Area Housing Authorities (AHAs).

- (1) Redistribute excess UPH furnishings and housing equipment within their respective areas to meet authorized requirements, thus reducing funding requirements for procurement.
- (2) Review equipment allowances and specifications included new construction or existing housing improvement projects to ensure items conform to these prescribed specifications and allowances.
- (3) Approve procurement of unanticipated requirements for authorized equipment with available funds.

B. Providing Furnishings and Equipment.

1. Family Housing Furnishings Policy. Government furnishings are not authorized in Coast Guard family housing and will not be provided to personnel for use in member-rented or -owned housing. Existing government furnishing will not replaced personnel occupying government-owned and -leased family housing will use personally owned furnishings. Maintain comparable procurement data to support lease selection.
2. Family Housing Equipment Policy. All government-owned or leased family housing will contain ranges and top-freezer refrigerators. As a general policy, do not permit occupants to use personally owned equipment in the place of government-owned equipment, unless AHAs approve using occupant-owned equipment. If an AHA grants an exception, it will advise occupants it cannot expend government funds to maintain and repair personally owned equipment; see Section 8.G. AHAs will not provide government-owned equipment in non-government-owned housing.
3. Family Housing Window Treatments. Provide Venetian blinds, mini-blinds, or shades for each standard window in government-owned family housing.
4. Unaccompanied Personnel Housing (UPH). In providing furnishings and equipment in Coast Guard UPH facilities, follow Section 9.C.7, TABLE 8-4, and the Unaccompanied Personnel Housing (UPH) Design Guide, COMDTINST M11012.6 (series). Coast Guard personnel may use personally owned furniture when authorized by the commanding officer controlling the UPH.
5. Remote and Inaccessible Areas. Government-owned furnishings are authorized to be used in the place of personally owned furnishings in remote, inaccessible areas where transportation difficulties and length of duty tour make government furnishings more economical. Make realistic calculations supporting the economic benefit to the government when making

decisions in favor of providing government-owned furnishings. Contact COMDT (G-WPM-4) for factors to assist in making this determination.

6. Hospitality Kits. The restrictions on government-supplied furnishings do not preclude temporarily lending appropriated or non-appropriated fund property, such as Hospitality Kits, to newly arrived or departing personnel as an interim measure pending their receipt of or after shipping personal household goods.
7. Portable Fuel-Fired Heaters. Portable kerosene and other unventilated fuel-fired heaters are prohibited in government-owned or -leased units.
8. Fireplaces and Wood-Burning Stoves. Generally, fireplaces and wood-burning stoves are not authorized in government-leased or -owned quarters. In some cases, however, Area Housing Authorities may authorize fireplaces and wood-burning stoves if a qualified technician inspects and certifies these devices as safe for use annually before the heating season.
9. Quarters Occupied by Other Military Services' or Foreign governments' Personnel. When other military Services' members or foreign governments' citizens occupy Coast Guard housing, provide UPH furnishings and housing equipment to the same extent and on the same basis as for similar quarters occupied by Coast Guard personnel.
10. Coast Guard Personnel Occupying Other Military Services' Quarters. The Coast Guard will not supplement furnishings and equipment provided by a host Service to Coast Guard housing occupants.

C. Procuring UPH Furnishings and Housing Equipment. When authorized to procure UPH furnishings and housing equipment, follow these procedures.

1. Determining Requirements. Activities authorized to procure UPH furnishings and housing equipment have primary responsibility for determining requirements within policy limitations. Each activity should tabulate the kinds and quantities of items in demand at the activity as a basis for experience tables to guide maintaining, managing, and adjusting the inventory. In determining UPH furnishing requirements, types, sizes and quantities of items for each room will be determined by a layout to scale for each room, giving consideration to room size, wall openings, door swing, and electrical outlets. Specified pieces' sizes and lengths must be compatible with window opening heights and if possible, permit some flexibility in room arrangement. Base housing equipment procurement planning on the total units of housing plus approximately five- percent additional stock for emergency replacements. Take care to ensure the quarters have adequate space for equipment without structural modifications and utilities service, outlets, and connections will be available and properly positioned for the type of equipment proposed. All requests to procure equipment for overseas areas must include special characteristics required, e.g., voltage, cycles, lead-in wiring, phasing, types of gas, etc., to ensure equipment provided will operate in locations with limited power supplies.
2. Source. Use the GSA catalogue or Federal Supply Schedule as procurement sources unless otherwise authorized in the Federal Acquisition Regulations, Section 8.001. See the CG Acquisition Procedures (CGAP), COMDTINST M4200.19 (series) for procurement instructions. If usable excess equipment is available, use it instead of new procurement if the

type and capacity will reasonably meet requirements.

3. Equipment Characteristics. Procured equipment for use in Coast Guard housing will conform to the criteria below, the allowances in TABLEs 8-1 and 8-4, and the latest revised Federal specifications. When acquiring a unit by direct purchase, do not reject it solely because its supplied equipment does not conform to standards. Note any exceptions in the appropriate engineering documentation.
 - a. Piping. Water piping under concrete slabs shall be copper tubing, type K, annealed. Joints under slabs are prohibited. Interior water piping shall be type K or L, hard-drawn copper or chlorinated polyvinyl chloride (CPVC) plastic pipe, conforming to ASTM D2846, SDR 11. Fittings for soft copper tubes shall conform to ANSI B16.26 and ANSI B16.22 for hard-drawn. Solvent cement used to join CPVC pipe and fittings shall bear the seal of approval for use in friction type (threaded or union). Use under-slab supply piping only under the unit service entrance. The service line to each housing unit must be at least $\frac{3}{4}$ inch in diameter.
 - b. Gas Connections. Using semi-rigid and flexible connectors for gas equipment and appliances is prohibited, except kitchen ranges' final connections shall conform to American National Standards Institute (ANSI) specification Z21.45. Gas appliances' flexible connectors of other than all metal construction shall be 40 inches long at most. Provide an accessible gas shutoff valve and coupling for each gas equipment item and comply with local and/or seismic codes.
 - c. Plumbing Fixtures. Fixtures and trim shall comply with Federal Specification WW-P-541. Fixtures shall be complete with fittings and chromium or nickel-plated brass (polished bright or satin surface) trim. The same manufacturer must make all fixtures, fittings, and trim in a housing site in the same finish.
 - (1) All faucet handles shall be single control type, with seals and seats combined in on replaceable cartridge designed to be interchangeable among similar fixtures, such as lavatories, bathtubs and kitchen sinks, or having replaceable seals and seats removable either as a seat insert or part of a replaceable valve unit.
 - (2) Conceal all piping. Water supply lines to all plumbing fixtures must have stops, except where inaccessible for tub and showers.
 - d. Electrical Equipment. Provide a separate branch circuit for the clothes washer, clothes dryer, electric range, dishwasher, and freezer outlet. Provide two-branch outlets for small kitchen appliance outlets, the electric hot water heater, and air conditioners.
 - e. Lighting. Provide at least one lighting fixture and one ground-fault-protected outlet in each unit's entry, garage/carport, or patio/balcony area(s). The light fixtures at entry and patio/balcony areas must have an interior switch. Entryways serving two or more living units and common carports may have a photocell-activated common light in the place of individual switched lights. Provide light fixtures operated by wall switches for

all rooms except the living room, which must have a convenience outlet, half controlled by a wall switch, located at the room's entrance.

- f. Telephone/Television and Computer Wiring. See Section H.
- g. Heating, Ventilating, and Air Conditioning. All materials and equipment shall be the latest standard catalogue products of air conditioning manufacturers and comply with applicable Underwriters Laboratories, Inc. (UL), American Gas Association (AGA), Air-Conditioning and Refrigeration Institute (ARI), National Electrical Manufacturers Association (NEMA), ANSI, or other national trade association standards. All heating, ventilating, and air conditioning equipment shall deliver current acceptable ARI and AGA Energy Efficiency Ratings (EER).
- h. Exhaust Fans. Duct bathroom and kitchen exhaust fans to the outside. Bathroom exhaust fans shall be wall or ceiling-mounted and sized to provide at least 10 air changes per hour in the ventilated space.
- i. Dryer Vents. Four-inch diameter dryer vents equipped with an exterior wall cap and damper shall discharge to the exterior and connect to owner-owned dryers (one dryer to a vent). Vent pipes shall be at most 20 ft. long and have a maximum vertical run of 12 ft. Dryer vents shall not emit exhaust in the immediate vicinity of the air conditioning compressor units, entry doors, patio or balconies, carports, or other undesirable areas.
- j. Ranges. Ranges shall be Type 1, free standing, and a minimum of 30 inches wide, have a porcelain enamel cook-top, oven, clock with timer, oven light, and cooking surface light.
 - (1) Gas Ranges. Shall be procured using the most recent Federal specification (S-R-44) revision. All gas ranges shall have two 6-inch and two 8-inch burners, a continuous cleaning oven surface, and AGA-approved electronic ignition. Standing pilot flames are prohibited. Special features are optional for overseas areas because of their high maintenance potential.
 - (2) Electric Ranges. Shall be procured using the most recent Federal specification (W-R-101) revision. Electric ranges shall have four tubular plug-in surface elements of at least 4,500 watts, removable reflector bowls, infinite-control switches, and range indicating lights. Ovens shall have one 2,000 watt-minimum tubular broiling element and one 7,000 watt-minimum baking element, oven indicating light, thermostatic heat control, utensil drawer, and one 400 watt grounding-type appliance outlet conforming to NEMA WD 1. Special features will be as described for gas ranges.
 - (3) Range Hoods. Provide metal range hoods the same width and finish as the range with separately switched light and exhaust fan and a washable filter. The fan shall have a capacity of at least 50 cfm per linear foot of range hood. The maximum sound level is 6 sones.
- k. Garbage Disposals. Garbage disposals shall have at least a ½-HP motor, stainless steel

grinding elements, two 360° stainless steel swivel impellers, manual motor reset, and sound insulation. A plug connector is required.

- l. Dishwashers. Electric dishwashers shall have an air gap, racks, lift-out utensil holder, spraying arms, and detergent dispenser. The automatic controls shall cycle through the Wash, Rinse, Dry/Heat, and Stop phases and capable of manual setting to repeat or skip any phase. The unit shall contain an instantaneous, or inline, water heater booster with an automatic thermostat set for 140° F. A plug connector is required.
 - m. Water Heaters. Water heaters shall comply with Federal Specification W-H-196, Group B, with a 0.613 Service Efficiency (SE). Water heater sizes shall comply with TABLE 8-2.
 - n. Refrigerators. Shall be free-standing, Type V, Grade A, top-freezer refrigerators conforming to Federal Specification AA-R-211. Refrigerator sizes shall comply with TABLES 8-2 and 8-4.
 - o. Deep Freezers. Shall be freestanding and conform to Federal Specification AA-F-700B. 11 cubic foot upright deep freezers may be procured for quarters authorized in accordance with TABLE 8-1.
 - p. Barrier-Free Access. The equipment characteristics specified in Paragraphs 8.C.3.a.-o are not mandatory when retrofitting government quarters to provide barrier-free access. Substitute equipment listed in Uniform Federal Accessibility Standards, Parts 4.34.6 and 4.34.7.
 - q. Equipment Space Limitations. If the dimensions of the proposed equipment location will not accommodate the standard size listed above, a smaller unit than listed in the Federal Specifications is permitted.
4. Funding. Commandant (G-SEC) will program funds from AC&I appropriations to procure UPH furnishings for new UPH facilities' initial outfitting. Funds to replace and repair UPH furnishings and procure and repair equipment, and for recurring maintenance and routine change-of-occupancy renovation are an AFC-30 responsibility.
 5. Types and Grades of UPH Furnishings and Housing Equipment. UPH Furnishings and housing equipment should be of good quality and within price ranges suitable for occupant categories. Seek simple, interchangeable, and adaptable to different room sizes and window and door arrangements, durable, low maintenance, economical, and easily warehoused furniture and equipment acceptable to persons of different tastes. Select furniture types and fabrics appropriate to the climate and particular housing units. The general styling and materials should be compatible with a wide range of items occupants might bring to the quarters, such as television and stereo units.

D. Inventory Management.

1. General. UPH furniture and housing equipment inventory represent a large investment, it and procurement limitations require sound inventory management. This Section establishes

uniform procedures among activities while retaining inventory flexibility to meet local conditions.

2. Property Accountability. Maintain and keep readily available in the family housing or UPH office a record of all UPH furnishings and readily removable housing equipment such as ranges, refrigerators, washers, dryers, freezers, and dishwashers. Use standard stock-card forms, locally adapted forms, or various electronic formats.
3. Identification Marking. For control purposes mark each UPH furniture and housing equipment item with stencils, metal tags, or other permanent means to identify it as Coast Guard property. Do not re-mark previously identified items. Generally, the manufacturer will make these markings; procurement requisitions should specify them. Place markings inconspicuously so as not mar the items' appearance. Serially numbering items is generally not necessary.
4. Inspecting Existing Inventory. In managing existing inventories, inspect items in use and stored to ensure they are in good condition or can be repaired economically. The activity will review items' distribution and adjust inventory to ensure retained items' kinds and quantities are consistent with requirements. Continue such inventory adjustments as necessary to meet changing requirements. Frequent reappraisal of needs will result in a reasonable good balance of inventory to requirements.
5. Inventories. Each AHA shall require LHAs or UPH managers to maintain a current inventory of all UPH furnishings and housing equipment, including all items in family quarters and in storage. Enter UPH furnishings and housing equipment in occupants' custody on the Quarters Condition Inspection Report, enclosure (5), and the Furnishings Custody Receipt and Condition Report (AF Form 228), enclosure (20) or similar forms as determined by the AHA and be accounted for on assignment and termination as Chapter 6 prescribes. Maintain records of stored items on standard stock-card forms or a suitable, locally adapted form.
6. Redistribution. UPH furnishings and housing equipment excess to an activity's requirements may not be diverted for any other use except as Section 8.A.3.d.(2) authorizes.
7. Survey and Disposal. In surveying and disposing of UPH furnishings and housing equipment, follow the Property Management Manual, COMDTINST M4500.5 (series). A survey provides an administrative review of the condition of property, the cause, and responsibility for its condition, and an authorization to remove it from property records. This guidance applies:
 - a. If equipment for surveying has served the time-in-use prescribed in TABLE 8-3, the housing authority takes informal survey action.
 - b. If surveyed items are beyond economical repair but have not served a reasonable time-in-use, send the original survey to the Area Housing Authority for final review and approval.
 - c. Dispose of UPH furnishings and housing equipment through supply channels serving the activity.

E. Maintenance and Repair.

1. General. Limit maintenance and repair of UPH furnishings and housing equipment to that necessary to keep items in a serviceable condition and protects the government's investment. Do not have work done which is uneconomical in relation to the item's replacement cost. The quality of materials and workmanship used to maintain, repair, or rehabilitate furnishings and equipment will be consistent with the planned use. Use materials more durable than the original, only if anticipated reductions in future maintenance costs within the item's expected life will offset the increased cost.
2. UPH Furnishings Repair Criteria. Repair to authorized government-owned UPH furnishings will not exceed 75 percent of replacement costs. See Enclosure (6) from the Property Management Manual, COMDTINST M4500.5 (series).
3. Housing Equipment Repair and Replacement Criteria. Usually housing equipment used longer than TABLE 8-3's guidelines will not meet minimum performance standards. Additionally, repair parts for older equipment may not be available. However, age shall not be the sole criterion for planned replacement. Accordingly, to calculate whether to repair or replace damaged household equipment, see TABLE 8-3.
4. Equipment Repair Kits. INCONUS, equipment repair kits generally are not required since service sources are readily available. Overseas activities should obtain spare parts kits on the basis of 1 for each 75 or 100 units of each equipment type. The procurement contract should require the manufacturer to provide spare parts kits.
5. Responsibility of the Housing Authority. The Housing Authority shall maintain and repair UPH furnishings and housing equipment through station forces, GSA services, or contracts with private companies, using AFC-30 funds. To gain the benefit of volume prices when contracting this work, activities reasonably close to service sources should coordinate to get required repair and continuing maintenance under one contract. Periodically inspect UPH furnishings and housing equipment in use to determine the need for repairs. To minimize the number of individual inspections in occupied units, inspect units on change of occupancy and during regular inspections unless surveying for a replacement program of significant magnitude. It is equally important to frequently inspect the condition of storage space and stored items and take any action required to protect stored items.
6. GSA Repair Services. If repair requirements exceed in-house capabilities, GSA services shall be the primary source of repair work. Submit repair orders to the GSA regional office that normally performs the activity's procurement, unless applicable contracts specify otherwise. The activity should prescribe the scope of work required, finishes, fabrics or other covering materials, and time schedules for delivering finished work. The activity should arrange to furnish the covering materials to be used if those available through the GSA contractor are unsuitable. The GSA regional office will advise the activity of the types of repair service available, applicable specifications, costs, and time schedules. If GSA sources cannot provide timely repair service, the activity may obtain this service through private contractors. See Federal Acquisition Regulations, Section 8.001.

7. Contracting Services. In contracting maintenance and repair services for UPH furnishings or housing equipment, exercise care in preparing specifications to define the scope of work, specify finishes, hardware, materials, inspections, and so on. Commandant (G-A) can provide professional assistance in this area. Therefore, send specifications developed for continuing contracts or those involving substantial funds to Commandant (G-A) for prior review.
8. Unauthorized Work. Government procurement or repair of personally owned furnishings and equipment is unauthorized.
9. Accounting. The Financial Resource Management Manual (FRMM), COMDTINST M7100.3 (series), prescribes how to account for labor and material or contract costs.

F. Shipping and Storing Household Furnishings and Equipment.

1. Government-Owned Items. Section 8.B. establishes policy and authorizes station forces or contracted personnel to move and handle government-owned furnishings and equipment locally. Fund the costs associated with such moves with unit OE funds.
2. Local Coordination. The housing office and local transportation and supply organization(s) should coordinate closely and exchange information to efficiently, promptly place or remove furnishings and equipment into or out of housing, as well as fund costs for carrying and handling privately owned items.
3. Moving Household Goods to, from, or Between Local Government Quarters.
 - a. The Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6 (series), covers authorized government-directed local moves or storage of household goods. In general, the government must fund moving a member's household goods either with AFC-20 funds on PCS or retirement orders or local AFC-30 funds from the MLC, district, ISC, or the unit ordering the move on a government-directed local move. Dislocation allowance (DLA) is not authorized for local moves incident to assignment or termination of government-owned or leased quarters.
 - b. Area and local housing authorities may authorize to direct household goods' local movement or storage when appropriate pursuant to this Manual's policies and guidelines. Do not order household goods' local movement or storage for the member's convenience. Movement and storage of household goods for personal reasons or for the convenience or morale of members is not authorized and may not be paid from government appropriated funds. The government can not fund moving household goods between local government owned or leased quarters because of an increase in bedroom eligibility, such a move is voluntary.

G. Installing Occupant-Owned Equipment.

1. General. The Service's housing authorities have not yet modernized all family housing to accommodate all currently available electronic equipment or installed additional electric circuits, outlets, water, sewer, or gas connections to serve such equipment. To alleviate this

situation and improve quarters' livability to the maximum practical extent, members may install their own appliances and equipment in family quarters as this Section describes. However, if the quarters are occupied under the Coast Guard-leased housing program, claims resulting from damage to or loss of personal property so installed are not payable under the Military Personnel and Civilian Employees Claims Act. See also Sections 8.B.7 and 8.

2. Approvals. The occupant may write the Housing Officer to request approval to install items to serve all currently available electronic equipment; the request should contain information about the type of equipment, make, model, and characteristics pertinent to installation. Subject to prescribed limitations, the housing officer may approve the installation in writing and state the occupant's responsibility to install, maintain, repair, and remove the equipment, liability, restoring the premises, and other matters the Housing Officer considers pertinent. If equipment approved for installation requires providing an electrical circuit, outlet, water, sewer, or gas connection or venting or minor structural modifications, installation approval shall include the scope of work to be performed, cost, and funding.
3. Installation. While "installation" normally refers to providing utility connections for the equipment, it also may include placing the equipment in the government's best interest to ensure proper location or minimize damage to quarters. Equipment is "installed" when space, utility connections, and any required venting are complete. The housing officer shall supervise and/or inspect placement, providing connections, removing the equipment, and any required restoration of the premises to ensure compliance with applicable regulations and good practices. The government shall perform work, or, if the activity has contracted for installing and maintaining government-owned equipment, the contractor may install it. Only install equipment tested and approved by an appropriate, nationally known testing laboratory.
 - a. Installing and Removing at Government Expense. Costs associated with installing and removing occupant-owned equipment may be charged against unit housing funds when facilities provided for installing occupant-owned equipment will be available to and benefit future occupants over the long term. The housing officer should charge authorized work to housing operation and maintenance AFC-30 funds.
 - b. Installing and Removing at Occupant Expense. The occupant pays to install and remove personal items from structures at his or her own expense according to these criteria:
 - (1) Subject to the Housing Officer's approval, the occupant pays for work that will not benefit future occupants on a long-range basis.
 - (2) When occupants propose to use their own equipment, including air-conditioning equipment in certain areas, they pay to install such occupant-owned equipment. This limitation does not apply to installing personally owned clothes washers and dryers as cited in Section 8.G.3.a.
4. Utility Service. Existing utility systems, transformer capacity, service lines to the housing, and other facilities pertinent to the installation must be adequate. Do not use installation of occupant-owned equipment to justify constructing additions to utility plants, systems, or

services.

5. Altering Quarters. The Housing Officer may approve minor changes to government-owned quarters on written proof of need and will reserve the right to require returning the quarters to their previous condition.
6. Maintaining and Repairing Privately Owned Equipment. The occupant pays to maintain, repair, and service privately owned items used in housing in lieu of or in addition to Government-owned items, in accordance with regulations issued by the activity Housing Officer. The Housing Officer will maintain a record of personally owned equipment installed in housing to prevent issuing erroneous repair and service orders or government funds spent to maintain and repair occupant-owned items.
7. Equipment Not Approved for Installation. Do not install these occupant-owned equipment for occupants: air conditioning units requiring duct work or fixed-water or drain connections; attic or wall fans requiring permanent attachment to the building and structural modifications; built-in automatic dishwashers; domestic water heaters; electric or gas water heaters; evaporative coolers requiring duct work; or mechanical garbage disposal units, hot tubs, saunas, or high energy-consuming hobby equipment such as kilns or arc welders.

H. Telephone, Television, and Computer Wiring and Maintenance.

1. General. Because of telephone companies' divestiture of certain responsibilities, they have changed installation and line maintenance policies nationally, resulting in the need to clarify maintenance and cost responsibilities for telephone installation and wiring. Telecommunications devices currently sold may require additional and/or different jacks or telephone lines not currently available in Coast Guard housing units. Available in many communities, members may choose to pay cable television installation costs. Coast Guard members may want additional telephone lines for family or computer use. This policy should assist the Local Housing Authority (LHA) in approving installation requests for and funding maintenance of telecommunications wiring in Coast Guard housing.
2. Telephone and Cable Television Disconnection and Reconnection Fees. The member pays these fees when he or she is required to perform a government-directed non-PCS move from one housing unit to another. If so, the member is authorized reimbursement from AFC-30 operating funds of the district, ISC, or unit ordering the move for one telephone and one cable television line. Charge the appropriate maintenance repair or renovation project if that was the reason for the government-directed move.
3. Telephone Wiring.
 - a. General. Coast Guard-owned housing units normally include inside telephone wiring and telephone jacks. The Coast Guard pays to install wiring and jacks for new construction or renovation, unless the telephone company provides them. The member provides telephone devices. The member pays connection and disconnection line charges except as noted in Section 8.H.2.
 - b. Installation. With the LHA's approval, the member may pay to install up to 3 additional

telephone lines and associated telephone jacks.

c. Maintenance and Repair.

- (1) The Coast Guard pays to maintain or repair all telephone wiring within the walls, floors, and ceilings of government-owned housing where local telephone companies divest themselves of this responsibility.
- (2) Responsible commands will make repairs using staff, GSA, or contractor services, including telephone companies when cost-effective. The Coast Guard will reimburse the member for repairs made under command-authorized use of telephone company services but not for repairs caused by occupant damage. The need for inside wiring repairs should be rare. LHAs shall ensure the government does not fund repairs for occupant damage.
- (3) Housing occupants are not required to pay telephone company maintenance contract fees for wiring within housing structures. There is no reimbursement to members choosing to pay such fees.
- (4) The Coast Guard will use staff, GSA, or contractor services, including telephone companies, to repair damage a member causes to inside wiring or jacks and bill the member unless the local telephone company repaired the damage and billed the member directly.
- (5) The member pays to maintain and repair telephone instruments.

d. Modifications. The occupant may add special jacks or wiring extensions without notifying the LHA if the modification does not require cutting holes in the structure and are removable without damaging the structure, wiring, or jacks.

e. Removal. Do not remove any inside telephone wiring or jacks installed by the Coast Guard or occupant or modifications listed in Section 8.H.3.d., except for the telephone wall plate the occupant provided.

4. Cable Television (CATV) Wiring and Instruments.

a. General. Local commands may allow a commercial cable television (CATV) company to install a cable system in housing areas and facilities. Housing may be wired for CATV as part of a new construction or renovation contract. The member will provide television sets and must pay connection and disconnection line charges, except as noted in Section 8.H.2.

b. Installation. The system will include a service entrance for each housing unit in the housing area(s) and housing facility served. The Coast Guard is not responsible for installation charges. Subscriber costs will be the responsibility of the occupant. If a housing unit can be individually wired for CATV, occupants may have CATV installed or modified at their own expense.

- c. Maintenance and Repair. Section 8.H.3.c.(1)-(5) conditions apply. Replace "telephone" with "CATV."
 - d. Modifications. Generally, law and/or a contract agreement between the member and CATV company limit CATV modifications. Within that limit, Section 8.H.3.d. applies. Members pay for any modifications, including fines, fees, or damages due to illegal modifications.
5. Computer Wiring and Instruments.
- a. General. Coast Guard-owned housing occupants may normally possess and use their own or government-issued computers. The occupant will pay all costs associated with special telephone lines, modems, shielding, or filters for personally owned computers.
 - b. Installation. The occupant may have installed at their expense, additional telephone lines or other associated computer devices. This does not preclude the local command to use unit operational funds to install a computer for operational reasons. The occupant is responsible for any subscriber costs associated with the computer installation.
 - c. Maintenance and Repair. The command pays to repair equipment installed for operational reasons. The LHA shall maintain a record of installations to avoid using housing funds for command-initiated installations. For occupant-owned computers, Section 8.H.3.c.(1)-(5) policies apply to computers. The Coast Guard does not pay for any damage or loss of occupant-owned computer hardware or software. Occupants should obtain insurance to cover damage to or loss of computer equipment.
 - d. Modifications. The occupant is allowed to add special jacks or cable extensions without notifying the LHA if the modification does not require cutting holes in the structure and can be removed without damaging the structure.
 - e. Removal. The occupant may not remove any computer wiring or jacks installed within the walls, floors, or ceilings.

TABLE 8-1. ALLOWANCES FOR FAMILY HOUSEHOLD EQUIPMENT

<u>Item</u>	<u>Allowance</u>	<u>Basis of Issue</u>
Ranges; Electric or Gas	1	Per unit ⁴
Refrigerator	1	Per unit ⁴
Smoke Detector (hardwired w/battery backup)	1	Per floor per unit
Carbon Monoxide Detector	1	Per living floor per unit
Deep Freezer	1	Per unit for health reasons; Quarters in remote areas ¹
Clothes Washer	1	Overseas ²
Clothes Dryer	1	Same as washer
Dishwasher	1	Per unit ³
Garbage Disposal	1	Per unit ³

Notes:

1. Providing deep freezers in quarters is limited to those where the cognizant medical officer certifies such equipment is necessary to safeguard health and in remote areas where members must purchase larger than normal amounts of food and station cold storage facilities are limited.
2. Clothes washers and dryers are not authorized in the United States but may be provided overseas. Common laundry rooms should be provided where washers and dryers have been approved and multifamily units' design make this feasible.
3. Dishwashers, garbage disposals, microwave ovens, trash compactors, and ice makers are provided for existing units as improvement projects.
4. A second range and refrigerator may be provided for flag and command quarters.

TABLE 8-2. HOUSEHOLD EQUIPMENT SIZES

<u>Item</u>	<u>Unit Type</u>
Refrigerator	
2 bedroom unit	16 sq. ft.
3 bedroom unit	16 sq. ft.
4 bedroom unit	16 sq. ft.
5 bedroom unit	19 sq. ft.
Water Heater	
2 bedroom unit	30 gal. gas or 40 gal. Electric
3 bedroom unit	40 gal. gas (or 30 w/0.8 SE) or 60 gal. Electric
4 bedroom unit	50 gal. gas or 80 gal. electric
5 bedroom unit	50 gal. gas or 80 gal. electric

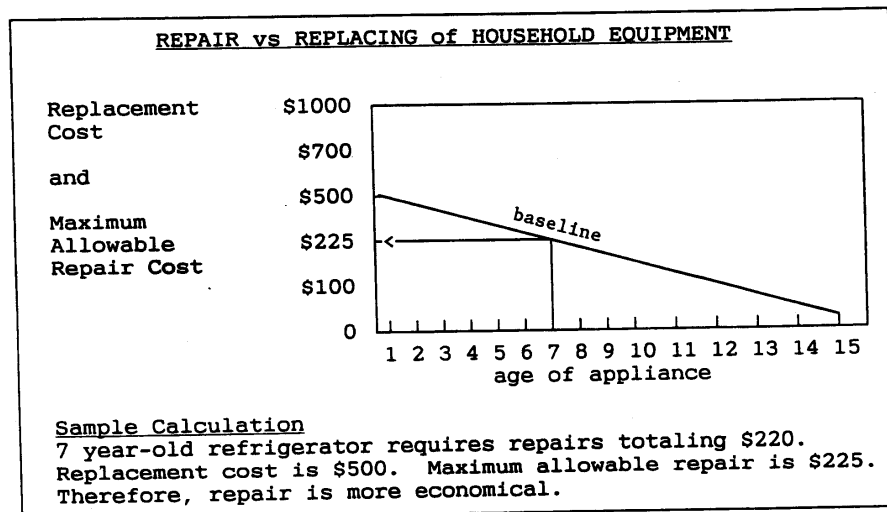
TABLE 8-3. EQUIPMENT REPAIR AND REPLACEMENT CRITERIA

Use this table to plan equipment repairs or replacement.

<u>NORMAL EQUIPMENT USAGE (IN YEARS)</u>		
<u>Equipment</u>	<u>Non-Tropical</u>	<u>Tropical</u>
Freezer	15	12
Refrigerator	15	12
Range	15	12
Clothes Washer	10	08
Clothes Dryer	10	08
Dishwasher	09	07
Trash Compactor	10	08

Age, however, is not be the sole basis for replacement.

To calculate whether to repair or replace damaged household equipment, use this figure, and follow the steps listed on the next page.



Steps:

1. Determine appliance age.
2. Determine expected life of appliance.
3. Estimate repair costs.
4. From GSA schedule, determine replacement cost of an item of essentially the same size and features.
5. Establish a baseline by connecting the Replacement Cost and the Expected Life.
6. Intersect the baseline with the appliance's actual age.
7. From this intersection point, identify the Maximum Allowable Repair Cost by projecting a horizontal line to intersect with the ordinate.
8. If the intersected cost on the ordinate is greater than the estimated cost, then undertake repairs. If the results are equal or nearly so, repair is usually the better alternative because of the high initial cost of replacement equipment. However, weigh intangible factors such as size differential between the old and new piece of equipment, desirable features of new technology, new equipment's lower energy use or operating costs, and availability of funds for replacement.

**TABLE 8-4. MINIMUM STANDARD ALLOWANCES FOR FURNISHINGS AND
UNACCOMPANIED PERSONNEL HOUSING EQUIPMENT**

<u>Item</u>	<u>Allowance</u>	<u>Basis of Issue and Remarks</u>
Box spring & mattress, standard 39" x 75" twin size	1	per occupant
Bed frame, twin	1	per occupant
Pillow	1	per occupant
Blanket	1	per occupant
Sheet and pillow case set	1	per week
Closet or wardrobe, lockable	1	per occupant
Window covering	ea	
Wastebasket	1	per occupant
Door locks and keys to applicable room	1 set	per occupant
Inside and outside latches on all bathrooms	ea	
Chair, desk	1	per student or permanent party occupant
Desk	1	per student or permanent party occupant
Lamp, desk	1	per student or permanent party occupant
Refrigerator	1	per suite or module, 3.6 cu ft or larger ¹
Microwave oven	1	per suite or module ¹
Easy chair	1	per suite
Coffee table	1	per suite
Sofa	1	per suite
Bathroom medicine cabinet	1	per unit
Bathroom mirror, glass	1	per unit
Bathroom wastebasket	1	per unit
<u>Notes:</u> 1. Provided or allowed as electrical load permits at host commander's discretion. Not required for determination of adequacy.		

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CHAPTER 9. UNACCOMPANIED PERSONNEL HOUSING

A. General.

1. Purpose and Scope. This chapter sets forth policy and criteria for administering, assigning, using, and constructing Unaccompanied Personnel Housing (UPH). This guidance establishes servicewide consistency in UPH management and serve as the basis for the UPH planning process. This Chapter applies to all unaccompanied berthing facilities ashore, fully used or not, and whether purchased or constructed through the AC&I program or acquired by transfer.
2. Definitions. These definitions apply to the Unaccompanied Personnel Housing Program:
 - a. Adequate Quarters. Quarters that meet TABLE 9-2's minimum adequacy standards, appropriate to a member's grade or rank and status, within a one-hour, one-way commute of his or her duty station.
 - b. Assignment Priorities. The Commandant's designated ranking of individuals to ensure UPH occupancy requirements.
 - c. Building Petty Officer (BPO). The Host Commander's representative, directly responsible to the UPH Manager for supervising and managing UPH.
 - d. Commanding Officer. The commanding officer of the unit where the member is permanently stationed.
 - e. Contract Quarters. Quarters the Coast Guard hires for personnel at those units where the government does not own sufficient quarters. These quarters are not available for dependent occupancy.
 - f. Diversion (Permanent). UPH units or facilities used for other than berthing purposes for more than sixty days, including reclassifying real property. Permanent diversion removes affected units from the Housing Inventory.
 - g. Diversion (Temporary). UPH units or facilities used for other than housing purposes for periods up to 60 days, with definite plans for such space or facilities to revert to housing use. Temporary diversion does not remove affected units from the Housing Inventory.
 - h. Government Quarters. Government-owned or controlled (by lease or contract) quarters.
 - i. Hardship. A unique or unusual circumstance that in the host commander's and Area Housing Officer's judgment imposes an extraordinary burden on a member other unit members of similar grade normally do not encounter.
 - j. Host Commander. The commanding officer responsible for managing UPH and assigning all personnel within a two-hour, round trip commute to the UPH attached to his or her physical plant.

- k. Inadequate Quarters. Quarters Commandant (G-WP) designates as not meeting TABLE 9-2's minimum adequacy standards and adequate minimum health and safety standards as specified by the applicable MLC (kse) staff, e.g., insect and/or rodent infestation, chemical hazards, or poor air or water quality.
- l. Involuntary Geographic Bachelor. Permanent party personnel with dependents under PCS orders ashore, which are not entitled to dependents' travel and household goods' transportation to the new PDS, including personnel assigned unaccompanied tours
- m. Module. A UPH room used to berth members in accordance with TABLE 9-2.
- n. Non-duty Transient. Military personnel not assigned to the unit or tenant unit while in a leave, liberty, or retired status.
- o. Operational Necessity. Operational considerations as defined in the unit's operating plan that require a member to live in government quarters to accomplish the unit's mission. Operational considerations are essential duties and contingencies requiring scheduling outside of normal duty hours and are beyond unit watchstanders' abilities to complete. Conserving BAH or per diem is not a criterion for determining operational necessity. *Limitations on unaccompanied members' use of private housing for operational considerations cannot be more restrictive than limitations placed on married members.*
- p. Partial BAH. A money allowance for members without dependents and on sea duty who are provided government housing (single type). Personnel occupying UPLH are not eligible for partial BAH. See the U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), for entitlement questions
- q. Permanent Duty Station (PDS). A member's permanent duty station.
- r. Permanent Party Quarters. Quarters designated for use by unaccompanied permanent party personnel.
- s. Separated Member. A member voluntarily or involuntarily separated from his or her dependents by a court order or agreement enforceable by state law.
- t. Student Quarters. A type of transient quarters members use while attending a training course or school in a PCS status, i.e., 20 weeks or more, or TAD status, i.e., fewer than 20 weeks.
- u. Transient Quarters. Quarters used primarily by watchstanders, TAD members, and students assigned to the unit or a tenant unit and secondarily for many other reasons, including berthing restricted duty members, late night check-ins, and duty section overflow.
- v. Unaccompanied Personnel. Military personnel without dependents entitled to BAH at the "without-dependents" rate, if adequate government quarters are not available. In addition, a member married to another member with no other dependents in the local commuting area and a member with a final divorce decree entitled to BAH-DIF.

- w. Unaccompanied Personnel Housing (UPH). All government-owned quarters used for berthing unaccompanied permanent party and transient members.
 - x. Unaccompanied Personnel Housing Manager. The Host Commander's representative directly responsible to the Local Housing Officer for overall management of all attached UPH facilities.
 - y. Voluntary Geographic Bachelor. Permanent party personnel with non-located dependents, assigned an accompanied tour and entitled to dependent travel and household goods transportation to PDS area. Also includes separated members defined in Section 9.A.2.s, members assigned overseas who return dependents early, and voluntary or involuntary separated members without a court-order agreement..
 - z. Watchstander Quarters. A type of transient quarters used for required, authorized duty personnel.
3. UPH Funding.
- a. AC&I project costs and operation and maintenance (O&M) follow-on accounts pay initial funding for UPH facilities. AFC-30 O&M funding for UPH facilities is determined by shore facility square footage using Area or MLC, District, and Training Center or Academy budget models. Commandant (G-SEC) maintains Coast Guard shore facility assets in the Civil Engineering Database System (CEDs) and provides the inventory of square footage by OPFAC for various budget models. Commandant (G-SEC) also pays nonrecurring repair and maintenance costs (AFC-43) for UPH facilities. The POP board process allocates AFC-43 project funds.
 - b. Host Commanders do not need to request base UPH O&M funding each year as the various budget models annually provide this amount to each ATU. Host Commanders may request increases to their base for UPH furnishings and equipment replacement via Budget Requests in IBUDS/AFTS-NT but Area, MLC, and District Commanders and Commanding Officers determine final UPH O&M funding levels.
 - c. Charge all costs associated with operating and maintaining UPH facilities to the Servicewide UPH cost center, 78656.
4. General Policies. The housing accommodations assigned to unaccompanied personnel shall provide adequate space, privacy, and required furnishings. The minimum adequacy standards for unaccompanied housing apply servicewide except for shipboard berthing. TABLE 9-2's adequacy standards apply equally to men and women. Mobile homes are not adequate for berthing personnel over the long term; see Section 4.C.3.e. to use mobile homes as temporary housing. Make adequate provisions to separate men and women. Section 9.C.3. lists UPH assignment priorities for eligible members assigned afloat and ashore. UPH is programmed and acquired (constructed and purchased) to meet geographic area needs. Government quarters normally are constructed to provide for all required and authorized watchstanders as needed. Government quarters for unaccompanied permanent party personnel are built or provided only if a proven operational need exists or community housing for rent, lease (UPLH), or purchase is unavailable. Construction considerations also may include Involuntary Geographic Bachelors

if a proven historic need exists. Appropriated funds support the command functions of UPH administration, operation, and management.

5. Command Responsibilities. The Host Commander administers, manages, and uses permanent party and transient UPH quarters under unit jurisdiction. The Host Commander shall promote equitable unaccompanied personnel housing policies and provide adequate quarters for all eligible personnel. The Host Commander is responsible for overall UPH conditions, the condition of individual rooms, and maintaining the facility's order and discipline. The Host Commander also oversees these functions:
 - a. Inspection. Inspect the UPH following Section 9.B.3. guidelines.
 - b. Determining Adequacy. Determine UPH adequacy based on TABLE 9-2 standards, minimum standard furnishings and equipment required in TABLE 8-4, and engineering and all health, safety, and environmental considerations. A messing facility's availability plays an important role in determining UPH facilities' adequacy. If a Coast Guard messing facility is not available, make available or provide suitable alternative messing accommodations.
 - c. Occupancy. The UPH management goal is full occupancy. While not always possible, the required average minimum monthly occupancy rate is 98 percent for permanent party quarters and transient watchstander quarters and 65 percent for all other transient quarters. Section 9.C.8. requires redesignating transient quarters not meeting minimum monthly occupancy rates to permanent party quarters. *The unaccompanied leased housing program must not replace FULL use of UPH facilities.*
 - d. UPH Improvement. Develop a long-range UPH improvement plan for both permanent party and transient quarters.
 - e. Review Rules and Regulations. Review all unit UPH management rules and regulations to ensure they comply with this Chapter.
 - f. BAH Authorization. Authorize BAH to members only after meeting permanent party and transient occupancy requirements. The Area Housing Authority must approve all exceptions.
 - g. Determine Eligibility and Assignment. Use this chapter's criteria to determine eligibility for, assignment to, and termination of UPH quarters.
 - h. Waiting Lists. Maintain waiting lists for personnel who desire assignment to or release from UPH; see Section 6.D.8.
 - i. Designate Modules. Designate UPH berthing modules as either permanent party or transient. Use UPH spaces for the purpose for which acquired or built. Area Housing Officers shall approve any change in designation. See Enclosures (22) and (23) for room types.
 - j. Diversion. Unless absolutely necessary, do not request to temporarily or permanently

divert UPH spaces for non-housing uses. Obtain the AHA's approval before diverting UPH spaces for less than 60 days and Commandant (G-WPM-4)'s approval in advance to divert UPH spaces for 60 or more days.

6. UPH Manager Responsibilities. These are the routine responsibilities; local commands may add others:
 - a. Manage all UPH facilities attached;
 - b. Notify PERSRUs when assigning or terminating quarters;
 - c. Submit required occupancy and inventory reports;
 - d. Maintain UPH occupancy, inventory, and property records;
 - e. Maintain the UPH budget.
7. Building Petty Officer (BPO) Responsibilities. As applicable, directly reports to the UPH Manager in managing UPH modules. Assign one BPO for every 100 rooms; see TABLE 2-5. These are the BPO's routine responsibilities; local commands may add others:
 - a. Inspect common areas daily; report routine monthly inspections on AF Form 227, Enclosure (6), or a locally reproduced variation; and act as escort for all Command inspections;
 - b. Perform initial assignment or termination inspections using AF Form 227, Enclosure (5), and AF Form 228, Enclosure (20), or locally reproduced variations;
 - c. Act as personal liaison with UPH occupants;
 - d. Ensure building and furniture upkeep; provide minor UPH maintenance as necessary;
 - e. Initiate maintenance trouble calls and job orders by reporting building discrepancies;
 - f. Report daily room and berthing status to UPH Manager;
 - g. Control furniture and equipment assignments;
 - h. Operate seabag locker;
 - i. Monitor custodial contract workers' work as applicable and report the quality to UPH Manager;
 - j. Coordinate UPH Master Key System; and
 - k. Issue and inventory linen.

B. UPH Program Administration.

1. UPH Management Policy. Chapter 2 outlines general UPH management responsibilities. The Host Commander and Area Housing Authority shall administer UPH within the context of Chapter 6 and these guidelines:
 - a. Occupants are permitted guests and visitors in their quarters subject to minimum restrictions dictated by the type of facilities provided, as outlined by local policy.
 - b. Ensure personal possessions' security by supplying locks for all doors to rooms. Occupants may lock their quarters except during announced inspection periods. Provide individually secured space for each occupant in multiple-occupancy rooms.
 - c. Inspect quarters to ensure they are clean, comfortable, and appropriately furnished and meet adequacy and safety standards. Sanitary standards are essential in common areas; strictly maintain them at all times. Keep the number of inspections to a minimum. As a possible incentive, inspect rooms less frequently for personnel whose rooms consistently meet or exceed standards.
 - d. Members are allowed to arrange their rooms to enhance comfort, including using privately owned furnishings in accordance with Section 8.B.4.
 - e. Outline occupants' specific responsibilities to ensure all residents clearly understand UPH policies. Section 6.E.1 contains the requirement for UPH occupants to sign a receipt for having received tenant occupancy instructions. UPH occupant responsibilities include:
 - (1) One individual's actions and conduct in government quarters shall not result in denying other members' rights.
 - (2) Occupants shall reduce utility consumption in assigned quarters in accordance with servicewide energy conservation programs.
 - (3) The responsible occupants shall maintain assigned quarters in a safe, sanitary condition.
 - (4) The occupants responsible shall pay for damage to quarters beyond normal wear and tear and missing government property. Abuse or negligence of government quarters is not tolerable. The occupants responsible shall pay for restoration of and liability for missing or damaged government property in accordance with Section 6.G.
 - f. Assigned occupants and authorized guests are allowed to smoke and drink alcoholic beverages in their assigned rooms within the restrictions of Smoking in Coast Guard Facilities, COMDTINST 6280.1, and CG Regulations Manual, COMDTINST M5000.3 (series), as outlined by local policy.
2. Change in use or Diversion. Diverting UPH spaces to non-housing use is often considered the easiest and fastest way to accommodate operational and mission-essential needs. However, Commandant (G-WPM-4) will critically evaluate and normally disapprove permanent UPH diversion requests, especially if UPH residents will be displaced or if they are otherwise

adequate. Request construction of facilities and spaces required for operational or mission essential needs through normal AC&I or AFC-43 funding processes.

- (a) The AHA must approve temporarily diverting any UPH space. Obtain Commandant (G-WPM-4)'s advance approval for permanent diversions. See Section 5.F.
 - (b) Requests must include:
 - (1) The number of unaccompanied personnel to be displaced or housed elsewhere. Follow Section 9.B.6.a. in displacing personnel;
 - (2) Proposed alternative berthing for any displaced members. *Do not acquire leased quarters if adequate government-owned quarters are available.*
 - (3) Community housing information (rental costs, unit availability, public transportation, etc.);
 - (4) Estimated length of time of diversion.
 - (5) Costs of displacing UPH residents (including cost of local HHG move), BAH, or leased housing entitlements and source of funds to offset these costs.
3. Inspecting Quarters. To promote a higher quality of life for occupants, members should consider UPH facilities their home. Maintain these facilities in good repair, ensuring suitable comfort, attractiveness, and cleanliness. Record and retain initial assignment and termination inspections on AF Form 227, Enclosure (5), and AF Form 228, Enclosure (20), or locally reproduced variations. While maximizing UPH occupant privacy, commands and units administering UPH should inspect quarters as needed to determine these conditions:
- a. Only eligible personnel assigned according to Section 9.C.3. priorities use quarters; and
 - b. Quarters are clean, comfortable, appropriately furnished, and properly maintained and meet or exceed adequacy and safety standards. Locally reproduce and provide to all occupants written cleanliness and personal decoration guidelines, occupant responsibilities, and command inspection procedures.
 - c. At a minimum, the UPH Manager or BPO will inspect all common areas and vacant rooms daily and occupied rooms monthly and act as escort for all inspection parties. The Local Housing Officer, Command Master Chief, and Executive Officer normally conduct UPH inspections at least quarterly. To reduce intrusions, consolidate inspections when possible. The host command should encourage tenant command staff to participate in routine inspections. Tenant and host commands will jointly inspect tenant UPH facilities before all unit deployments.
 - d. Inspectors should recognize UPH is the residents' home and observe common courtesy during inspections. The Local Housing Authority shall train UPH Managers in the inspection standards outlined in this Manual and provide local instructions as necessary. Counsel personnel whose area or quarters do not meet living standards and re-inspect

such spaces. If the problem continues, use of appropriate UCMJ action may be necessary, or assign them to less desirable rooms, or berth them at less than adequate criteria for their pay grade. For inspecting quarters, modify AF Form 227, Enclosure (5), and AF Form 228, Enclosure (20), as appropriate or use locally developed forms.

4. Reporting Requirements.

a. Housing Management Information System (HMIS).

- (1) General. The Coast Guard Housing Program uses the Housing Management Information System (HMIS) application to manage and track the activities of the UPH program. AHO's, LHO's, UPH managers are responsible for maintaining accurate, up-to-date inventory and occupancy information related to the UPH assets they manage. Its use is mandatory. The 1994 UPH Inventory Survey data is available from Area Housing Authorities or Commandant (G-WPM-4) on request.
- (2) Frequency. Use real time reporting to maintain inventory and occupancy in HMIS for UPH facilities in accordance with Section 5.A. Host commands with HMIS not immediately available, contact responsible AHO for procedures. AHO's, LHO's and UPH managers should run the reports routinely to assist in their management of the program.

5. Authority to Live off Base Without BAH. Within Section 9.C.1.c. limitations, personnel assigned to government quarters and not authorized BAH because adequate quarters are available may live off base at their own expense (without BAH).

6. Authority to Live off Base and Receive BAH. While the UPH management goal is full occupancy, UPH Managers may authorize certain unaccompanied personnel, including those below, to live off base; see note below.

- a. All permanent party personnel who wish to live in the community for whom adequate UPH is not available within a one-hour, one-way commute of their duty station. Consider quarters are available if the host unit's minimum monthly permanent party occupancy rate is 98 percent or less. Authorize members to reside ashore in this order:
 - (1) Unaccompanied members assigned ashore and afloat entitled to receive single BAH regardless of whether government quarters are available. This category includes unaccompanied members E-6 and above assigned afloat, unaccompanied members E-7 and above assigned ashore; and unaccompanied members in pay grade E-6 assigned ashore if adequate UPH quarters meeting TABLE 9-2 standards are not available.
 - (2) Unaccompanied members in pay grade E-5 assigned afloat. Single BAH is unauthorized to members in this category unless UPH facilities are fully used. Unaccompanied members E-4 and below assigned afloat are not entitled to single BAH.

- (3) Unaccompanied members E-5 and below assigned ashore beginning with senior members.
 - b. Members required to live off base because of bona fide hardships, including among others, a dependent child's court-ordered visitation for a prolonged period; the Host Commander and Area Housing Authority determine such hardship; the Area Housing Authority must approve all exceptions. Keep a copy of this authorization;
 - c. Members owning homes within a one-hour, one-way commute of their permanent duty station or mobile homes moved from the member's previous duty station to the new permanent duty station at government expense under PCS orders;
 - d. Pregnant members residing in UPH requesting authorization to move off base may begin at the fifth month of pregnancy or earlier if medical authorities determine necessary; or
 - e. Members with excessive amounts of personal property for which government storage and drayage costs would exceed the amount of BAH the member would forfeit during assignment to quarters.
7. Basic Allowance for Housing (BAH) Entitlement. The U. S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapter 3, and Joint Federal Travel Regulations, Volume 1, Chapter 8, contain specific guidance on BAH entitlements.

C. Assignment and Occupancy.

1. General.

- a. The Host Commander assigns a member to UPH as soon as possible after he or she reports or as soon as quarters become available, if within a one-hour, one-way commute of the member's PDS. Sections 6.D.7 and 6.D.10 govern actual assignment and notice.
- b. The host commander's and Area Housing Authority's goal is to fully use available, adequate government quarters based on TABLE 9-2 maximum capacity and standards before authorizing BAH to unaccompanied personnel. In applying this policy, however, do not create undue hardships for service members. Average monthly occupancy rates of 98 percent for permanent party and transient watchstander quarters and 65 percent for all other transient quarters are uniform *MINIMUM* standards to measure performance. *The unaccompanied leased housing program must not replace FULL use of UPH facilities.*
- c. 37 USC 403 authorizes these unaccompanied permanent party personnel to live off base with single BAH regardless of whether government quarters are available, except when they must live on base due to operational necessity.
 - (1) Members in pay grade E-7 and above assigned ashore or afloat;
 - (2) Members in pay grade E-6 assigned afloat;

- (3) Members in pay grade E-6 assigned ashore provided available UPH quarters do not meet TABLE 9-2 adequacy standards;
- (4) Members in pay grade E-5 assigned afloat provided no government UPH facilities are available.

Note: These members must forfeit any entitlement to BAH-DIF or BAH Type II if grandfathered on 4 December 1991 before being entitled to single BAH. See the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), for complete guidance.

- d. Do not hold UPH vacant for a specific person unless he or she holds a designated, mission-essential position, and then for 30 days at most. This does not apply to quarters for members on extended TAD, leave, hospital status, or assigned to a collocated vessel hosted by the command. Never hold UPH quarters vacant for voluntary geographic bachelors.
 - e. Assign UPH quarters to maintain unit integrity; however, this should not interfere with maximum use of quarters.
 - f. The host commander *may* authorize temporary (up to 30 consecutive days) cohabitation in vacant transient UPH spaces for members married to members awaiting family leased or owned housing, subject to private bath availability, excluding other family members in residence. Host Commanders must ensure this policy does not adversely affect unaccompanied personnel.
 - g. Voluntary geographic bachelors may occupy available transient UPH berthing spaces. With Area Housing Authority approval, they may occupy permanent party UPH berthing spaces *only after housing all other qualified members first*. They may berth at less than TABLE 9-2 adequacy standards and must vacate UPH at their own expense within 14 days if qualified personnel are on the UPH waiting list; see Section 9.C.8.e. Voluntary geographic bachelor occupancy *will not* count against the minimum 98 percent permanent party or 65 percent transient quarter's occupancy requirements.
 - h. The host commander and Area Housing Authority may assign a voluntary geographic bachelor to UPH on a space required basis if a hardship prevents the member's family from accompanying him or her to the new PDS as indicated below. The member must be accepted in the Coast Guard Special Needs Program and note his or her need cannot be remedied in the new PDS commuting area. UPH assignment may continue until the hardship becomes manageable or the member is tour-complete, whichever occurs first. HMIS or UPH Occupancy Reports, Enclosure (23), may record these members as unaccompanied personnel they *may* be subject to Section 9.E. service charges. Do not assign them to the UPLH program. Retain the Coast Guard Special Needs Program written verification in unit files.
2. Members Assigned Afloat. In berthing members assigned to cutters ashore, follow TABLE 9-1. All unaccompanied nonrated members assigned to cutters denoted with an asterisk in TABLE 9-1, must complete a six-month live-aboard orientation period *before* the commanding officer may authorize ashore berthing. Area Housing Authorities arrange suitable ashore

berthing, i.e., UPH or UPLH, to meet the established need in TABLE 9-1. However, there are no guaranteed berthing arrangements ashore and available resources may limit availability. Give priority to unaccompanied E-4 members.

3. UPH Assignment Priority. The priorities below attempt to allow as many members as possible to live in community-based housing with their housing allowance while making maximum use of available UPH facilities. Area Housing Authorities may modify these assignment priorities with MLC approval.

- a. Assign Permanent Party UPH in this priority:

- (1) Unaccompanied members assigned ashore who are required to live on board for operational necessity.
- (2) PCS students, regardless of paygrade.
- (3) Unaccompanied members in pay grades E-3 and below assigned afloat, consistent with number of racks authorized per cutter.
- (4) Unaccompanied members in pay grade E-4 assigned afloat. If leases are required, E-4s have first priority to live in a lease.
- (5) Unaccompanied members and involuntary geographic bachelors in pay grades E-3 and below assigned ashore.
- (6) Unaccompanied members and involuntary geographic bachelors in pay grades E-4 assigned ashore.
- (7) Unaccompanied members and involuntary geographic bachelors in pay grade E-5 assigned afloat.
- (8) Unaccompanied members and involuntary geographic bachelors in pay grade E-6 assigned afloat if UPH modules meet TABLE 9-1 standards.
- (9) Separated members, regardless of pay grade.

- b. Assign transient UPH in this priority:

- (1) Authorized required watchstanders.
- (1) TAD students.
- (2) Other TAD members.
- (3) Voluntary geographic bachelors and non-duty transients. See Sections 9.C.1.h. and 9.C.8.e.

4. Berthing Men and Women. Assure privacy of all occupants and all spaces, including bathrooms are lockable before assigning men and women to the same building.

5. Mandatory Assignment.

- a. Section 6.D.6 provisions apply. In addition, make mandatory assignments in these circumstances:
 - (1) Operational necessity requires assignment to government quarters, regardless of pay grade, based on the availability of adequate UPH within a round trip commuting distance of two-hours by automobile or public transportation of the member's command.
 - (2) When adequate transient UPH quarters other than those designated for watchstanders are occupied below the 65 percent occupancy rate Section 9.A.5.c. requires, designate these rooms as permanent party quarters and fill vacancies with new permanent party arrivals. Host Commanders and Area Housing Authorities shall recall unaccompanied members authorized to live in the local economy in reverse order of Section 9.B.6.a. if projected permanent party gains will not increase the occupancy rate to 98 percent with 120 days. The host command must pay to move and store household goods for any government-ordered local move, following Section 8.F.3. Host Commanders and Area Housing Authorities need not recall members living on the economy if the lower use rate is due to a seasonal reduction in operations and transient personnel.
- b. Unless required for military necessity do not involuntarily assign members listed in Sections 9.B.6.b., d., and e., or in these cases:
 - (1) If the Host Commander and Area Housing Authority determine the member will experience significant hardship. For example, financial hardship from the forced sale of a home, or penalties under existing private lease terms because the member arranged to live off base permanently after proper authorization;
 - (2) If a member has official notice to depart the unit PCS within 90 days;
 - (3) For 90 days after losing a sole dependent through death; and/or
 - (4) If a military member married to another military member and living off base remains at the original location while the spouse transfers assigned to another duty station.

6. Adequacy Standards. Adequacy standards apply to all Coast Guard-owned UPH and all members authorized to occupy them.

- a. TABLEs 8-4 and 9-2 outline UPH minimum adequacy standards. Insufficient space except in unusual circumstances is not a reason to declare quarters inadequate. Changed environmental or physical conditions also may affect quarters' continued adequacy.
- b. If a Host Commander determines quarters are inadequate, they initiate an immediate improvement project to correct the inadequacies and improve the quarters up to TABLE 9-2 adequacy standards. If required improvements are not cost-effective, via the chain of

command he or she recommends Commandant (G-WP) declare quarters inadequate for continued use. For further information contact Commandant (G-WPM-4).

- c. Before requesting to divert the space for another use, consider using excess UPH berthing space to increase present occupants' living space (one person per room where possible) and/or for geographic bachelors.
7. Furniture and Equipment. In addition to TABLE 8-4 minimum furnishings and equipment allowances, UPH quarters should have no-cost washer and dryer access, assigned room door locks and keys, and inside and outside locks or latches on assigned bathrooms or kitchen facilities between adjacent rooms. See Section 8.C.4. for funding. Use UPH Furnishings and Equipment Request, CG Form 5427, Enclosure (21), to maintain a list of needed items and submit this form with annual UPH budget requests and to request fall-out funding from available resources. Do not divert UPH furnishings for other purposes. Chapter 8 lists inventory management procedures and responsibilities.
 8. Transient Quarters. Transient quarters provide TAD students, watchstanders, and other TAD members temporary berthing and conserve appropriated funds through reduced per-diem payments. TAD military members must use government quarters if they are adequate and available. Members TAD to a unit where government quarters are not available or to a civilian location are not obliged to commute or use government quarters at a nearby installation.
 - a. Base transient quarters' operation on the need for services and availability of quarters at the unit. To retain quarters designated as transient UPH quarters other than those designated for watchstanders, maintain an average monthly minimum-occupancy rate of 65 percent. If this rate falls below 65 percent, the Host Commander and Area Housing Authority must redesignate the quarters as permanent party quarters and follow Section 9.C.5.a.(2) in filling vacancies. In unusual circumstances, request a waiver of the 65 percent occupancy requirement by letter to Commandant (G-WPM-4) via the Area Housing Authority.
 - b. The Host Commander and Area Housing Authority must make maximum use of available, adequate government transient quarters based on maximum-rated capacity and minimum standards. See TABLE 9-2.
 - c. If suitable accommodations are available, at the Host Commander's discretion non-duty transients, e.g., members on leave, retired Coast Guard members, and their authorized spouse may use quarters on a day-to-day, space-available basis. They must vacate quarters by the next duty day if required for higher priority personnel. They do not count in calculating occupancy rates.
 - d. Newly assigned unaccompanied personnel may be temporarily berthed in transient quarters if no permanent party quarters are available. Assign them to permanent party quarters as soon as possible. 9.C.8.
 - e. Voluntary geographic bachelors *may be accommodated in transient quarters ONLY on a space-available basis* and do not count against occupancy rates. Transient quarters are often the most effective way to accommodate voluntary geographic bachelors and use

transient berthing rooms that otherwise would remain vacant. With a minimum occupancy requirement of 65 percent, UPH managers have considerable more latitude in berthing voluntary geographic bachelors without affecting permanent party UPH and UPLH operations. See Section 9.C.1.h. for policy on berthing voluntary geographic bachelors in hardship cases.

9. Civilian UPH Occupancy. Civilian U.S. Government employees may occupy UPH at overseas areas under the terms of a government contract. The Area Housing Authority establishes the appropriate rental rate and charges as prescribed in OMB Circular A-45, Enclosure (15), and must approve any government contract guaranteeing UPH quarters to civilian employees. Assign eligible civilians to UPH on the same basis as comparable military personnel. Use TABLE 6-1 to determine comparable assignments. See Section 6.D.5.d.
10. Non-Coast Guard UPH. For Coast Guard personnel berthed at a DOD installation, the adequacy standards as applied by the base commander determine the adequacy of available quarters. Formalize all such arrangements by a Memorandum of Understanding (MOU) or Inter Service Support Agreement (ISSA) approved by Commandant (G-WPM-4) per Section 5.G.
11. Termination. Terminate a UPH berthing assignment when:
 - a. An individual departs on PCS or ends active military service;
 - b. An individual gains BAH entitlement at the with-dependent rate;
 - c. Proper authority authorizes a member to live off base with BAH;
 - d. A member in a higher priority requires quarters according to Section 9.C.3. Terminate personnel in reverse priority order;
 - e. A member voluntarily occupying UPH facilities Commandant (G-WP) has designated as inadequate requests termination;
 - f. Personnel are away from their permanent duty station and their status is changed to PCS, unauthorized absence (UA), or extended confinement, or the member dies; or
 - g. The Host Commander deems eviction appropriate for disciplinary, property abuse or destruction, or other reasons. Normally, give members 30 days' written notice.

D. UPH Planning and Programming.

1. Purpose and Scope. This Section establishes servicewide consistency in documenting UPH requirements. Submitting the proper documentation in a uniform format will greatly enhance the review and funding of all UPH proposals. This Section includes all UPH acquisitions including new construction, DoD transfers, rehabilitation and upgrades of existing facilities, and any outright purchases.
2. AC&I Coast Guard Housing Program. The AC&I Coast Guard Housing Program funds UPH

projects. General documentation requirements for UPH projects shall conform to those listed in Section 4.C. See Section 9.D.4. for specific UPH planning criteria.

3. UPH Planning Criteria. General documentation requirements for all major and minor UPH projects shall conform to those listed in Section 4.C.5. Documentation of all AC&I UPH projects should include consideration of all community resources. Analyze these factors for all UPH construction or rehabilitation projects:
 - a. Exigencies of local climate and/or station isolation;
 - b. Community support available: recreation, education, shopping, public transportation, etc.;
 - c. Examination of alternatives to rehabilitation if applicable; and
 - d. Examination of messing options for each alternative.
4. AC&I Project Proposal Reports and Required Documentation for All AC&I Projects. See the Planning and Programming Manual, COMDTINST M16010.1 (series). All AC&I UPH projects (Minor and Major) are reviewed within the context of the following berthing methods in below listed order of preference:
 - a. BAH. Members to be housed in the community.
 - b. Leased Housing. If available, government-leased quarters in the community for E-4 and below members assigned afloat.
 - c. Purchase. Purchasing adequate existing housing close to the facility for unaccompanied personnel's use.
 - d. Construction or Reconstruction. Used when community housing support is inadequate, unavailable, or exorbitantly expensive.
5. UPH Sizing. UPH is programmed and acquired (built or bought) to meet geographic area needs for these purposes:
 - a. Permanent Party. Construct permanent party UPH facilities only in case of proven operational need or lack of community-based housing available for rent, lease (UPLH), or purchase. Determine the availability of community housing resources for each proposed project. Consider also unaccompanied members assigned to collocated vessels in planning permanent party UPH berthing at or near their homeports.
 - b. Transient. Incorporate in UPH planning factors berthing requirements for transient needs such as required and authorized TAD members, watchstanders, and students. Constructing UPH modules for Reservists is unauthorized because Reserve members should be fully integrated into unit functions.
 - c. Male/Female Separation. Separate men and women adequately. Add an additional berthing room to any planned facility after meeting the above requirements if sufficient

space is not available to separate men and women.

d. Involuntary Geographic Bachelors. UPH sizing may also include Involuntary Geographic Bachelors at overseas locations where a proven historic need exists.

6. Design and Loading. UPH design and module loading shall comply with standards set forth in the Space Component Standards, COMDTINST M11012.7 (series), and TABLE 9-2. Use Enclosure (9) to determine total UPH requirements.

7. UPH Alternatives. Alternatives (BAH, Leased Housing, and AC&I Purchase) to UPH construction should include up-to-date information on the availability and cost ranges of community housing for rent, purchase, or government lease within a one-hour commute.

E. UPH Service Charges.

1. General.

a. Host commanders providing transient berthing for TAD members, students, voluntary geographic bachelors, and non-duty transients may, at their discretion set up a non-appropriated billeting fund to receive and disburse monies collected from service charges. *DO NOT* charge these personnel rent. Establishing this fund does not entitle these occupants to reside in UPH beyond the space-available policy cited in Paragraph 9.C.8.

b. Billeting funds are created to recoup expenses for UPH services provided to applicable transient personnel other than watchstanders and are identified by the name of the activity where they are established; e.g., UPH TRACEN Petaluma.

b. Billeting fund administration and supervision is a host command function. No person or group will operate billeting funds for financial profit.

c. Do not combine billeting funds with the non-appropriated funds of a command exchange or MWR organization.

2. Letters of Authority. The Host Commander will issue these authorization and appointment letters:

a. Billeting fund administrator letter of appointment.;

b. UPH Central Cashier appointment letter for the UPH Manager or designated agent.

3. Billeting Fund Controls. Coast Guard standard guidelines for controlling and administering billeting fund assets are the Host Commander's responsibility. See the Comptroller Manual, Vol VII, Non Appropriated Fund Activities Manual, COMDTINST M7010.5 (series) for general guidance on administering the fund. Pay special attention to cash control, operating procedures, and internal controls in Comptroller Manual, Vol. VII, Non Appropriated Fund Activities Manual, COMDTINST M7010.5(series)

4. Service Charges.

- a. Service charges may be established to cover the cost of contract management, housekeeping, linen services, amenities not available or provided from appropriated funds, or other costs entailed in operating transient UPH quarters. Service charges also may help defray the cost of upgrading services transient personnel other than watchstanders use, including telephone installation, televisions, cable hookups, decorations, and other UPH amenities.
- b. The Host Commander will ensure all applicable transient personnel of any required service charges at registration.
- c. Host commands will establish service charges and their rates subject to the conditions, limits, and guidance herein. Set daily service charges for residents at the minimum amount necessary to cover expenses within the confines of individual transient spaces. This is an example to compute expenses:

Cost Category	Activity	Price
Labor	The time to clean a room with bath is approximately 25 to 30 minutes	\$ 2.15
Materials	The cost of cleaning and guest supplies	.71
Accrued Benefits	The cost of employee benefits	<u>.44</u>
	Total Price	\$ 3.30

- d. Host Commanders can approve rate increases up to the maximum limit. This Chart sets maximum service charge rates:

Transient UPH Module Category	Maximum Percentage of Lodging Per Diem
VIP (OFFICER)	50
VIP (ENLISTED)	36
OFFICER UPH	20
ENLISTED UPH	12

- e. Advance approval from Commandant (G-WPM-4) via the chain of command and Area Housing Authority is required before increasing service charges above these maximum rates.

TABLE 9-1. ASHORE BERTHING FOR UNACCOMPANIED E2-E4 MEMBERS ASSIGNED AFLOAT		
Cutter Class ¹	Number in Cutter Class	Ashore Berthing ²
WAGB-290 *	1	12
WAGB-400 *	2	25
WAGB-20 *	1	3
WHEC-378 *	12	33
WIX-295	1	8
WLB-180 *	20	7
WLB-225 *	5	5
WLI-100	1	5
WLI-100A	3	5
WLIC-160	4	5
WLIC-100	2	5
WLIC-75	8	4
WLM-175 *	6	5
WLM-133	2	5
WLR-115	1	9
WLR-65	6	4
WLR-75	12	4
WMEC-210 *	16	12
WMEC-230 *	1	13
WMEC-270 *	13	18
WPB-110	49	4
WPB-82	32	3
WPB-87	4	3
WTGB-140	8	2

Notes:

1. Asterisk (*) identifies cutters capable of providing a reasonable quality of life for unaccompanied junior members while not underway.
2. Ashore berthing is total berthing ashore needed for unaccompanied E-4, E-3, and E-2 members aboard specified cutter not entitled to single BAH. Number reflects 100 percent of unaccompanied E-4s and 50 percent of unaccompanied E-3s for those cutters noted with an asterisk (*) and 100 percent of unaccompanied E-4s, E-3s, and E-2s for all other cutters. See Section 9.C.2. for six-month live-aboard orientation period requirement for unaccompanied nonrated members assigned to cutters noted with an asterisk (*). Available UPH and UPLH resources may limit berthing ashore.

** The matrixes used the *Coast Guard wide average* of unaccompanied E-4s of 47.5 % and E-3s of 77.7% to set the number of racks. The number of E-4s on the Personnel Allowance List were multiplied by 47.5%. The number of E-3s on the PAL were multiplied by 77.7% and divided by 50%.

As an example, a WMEC 210 with 14 E-4s and 12 E-3s
E-4 14 X .475 = 6.65
E-3 12 X .777 = 9.324 divided by 50 percent = 4.66
Total racks ashore 11.32 rounded up to 12 racks ashore.

TABLE 9-2. MINIMUM ADEQUACY STANDARDS FOR UNACCOMPANIED
PERSONNEL HOUSING

Category	Living Space	Notes
E-1 Recruits	Open compartment with at least 72 net sq. ft. of living space per person. Maximum 60 persons per room; central toilets.	1
E-1 through E-3 Except Recruits	Room with 90 net sq. ft. of berthing space per person. Maximum two persons per module.	2 and 3
E-4 through E-6	Private module with 180 net sq. ft. of berthing space.	2 and 3
E-7 and above	Private suite of 480 net sq. ft. consisting of living room, bedroom, bathroom, closet, and kitchen.	2, 3, and 4
E-1 through E-9 Watchstanders, Students (20 wks or less), other Transients	Room with 90 net sq. ft. of berthing space per person.	2, 3, 5, and 6
Officer Watchstanders, Students (20 wks or less), other Transients	Room with 180 net sq. ft. of berthing space per person.	2, 3, 4, and 5

Notes:

1. The net living area is one equal share per person of the sleeping rooms. Measurement is to the inside face of the peripheral walls.
2. The net berthing space comprises the clear area in the sleeping room allocated for an individual's bed, locker, and circulation; it excludes bathrooms and vanity and entrance areas (including door swing).
3. Each standard module includes a separate entrance area and a three-fixture toilet area including toilet, shower, and sink (approximately 60 additional sq. ft.). Central bathrooms in non-standard modules, provide one lavatory for every four persons, and one toilet and one shower for every six persons. When used by four persons or less, privacy between sexes by sole use and queuing is acceptable. When more than four persons use a central bathroom, provide separate male and female facilities.
4. This is two standard modules with an adjoining lockable door to provide a living and a berthing area.
5. In isolated locations where extended watchstander rotation (duty lasting more than seven continuous days) is normal, private watchstander modules may be allowed. Commandant (G-CCS) will approve private modules for watchstanders on an individual basis.
6. One-person module in instances of an Enlisted. Duty Officer/OOD night room.

Required Housing Program Reports

Report	Submitted		Frequency	Form/ HMIS	Reference	Notes
	By	To				
Leased Housing Monthly Report RCN-11101-1	AHA	COMDT (G-WPM-4)	Monthly by the 10 th for previous month	HMIS	HMIS User Guide	1
ISSA Management Report RCN-11101-2	AHA	COMDT (G-WPM-4)	Quarterly by the 15 th for previous quarter	Letter	Sec 5.G.4	
Initial Occupancy Report RCN-11101-3	AHA	COMDT (G-WPM-4)	As needed	Letter	Sec 5.C.1.c.	
Housing Management Information System (HMIS) Update	HR/ LHA	AHA	Weekly Determined by AHA	HMIS	HMIS User Guide	
UPH Occupancy Report	UPH Mgr	AHA via chain-of- command	Monthly by the 5 th for previous month	HMIS HMIS	Sec 9.B.4	2

Notes:

1. Report currently required to be faxed to Commandant (G-WPM-4) by AHA.
2. Report required only for UPH facilities that do not have access to the HMIS database.

Forms Availability

Form Number	Date	Form Name	Source of Supply	Notes
AF-227	9-90	Quarters Condition Inspection Report	JetForm Filler	
AF-228	5-97	Furnishings Custody Receipt and Condition Report	Locally Reproduced	
CG-3883	4-80	Rapidraft Letter	JetForm Filler	
CG-4894	6-76	Off-Base Housing Application	JetForm Filler	
CG-5267	6-99	Application for Assignment to Military Housing	JetForm Filler	
CG-5427	6-99	UPH Furnishings and Equipment Funding Request	JetForm Filler	
CG-5436	1-99	Fire Protection System Evaluation	Locally Reproduced	
CG-5571	9-93	United States Coast Guard Residential Lease	HMIS database & JetForm Filler	
CG-5571A	7-93	United States Coast Guard Residential Lease General Provisions	JetForm Filler	
CG-5660	6-99	Permanent Party UPH Occupancy Report	Locally Reproduced	
CG-5661	6-99	Transient UPH Occupancy Report	Locally Reproduced	
DD-139	5-53	Pay Adjustment Authorization	JetForm Filler	1
DD-1144	3-92	Support Agreement	Locally Reproduced	1
DD-1607	4-95	Application for Homeowners Assistance	Locally Reproduced	1
DD-1747	9-93	Status of Housing Availability	Jet Form Filler	1
DA-5546	10-96	Detailed Sales/Rental Listing	Locally Reproduced	1
HUD-903	1-93	Housing Discrimination Complaint	Locally Reproduced	2

Notes:

1. Form downloadable from the Internet at "web1.whs.osd.mil/ICDHOME/FORMS.HTM".
2. Form downloadable from the Internet at "www.hudclips.org".

Coast Guard Housing Interservice Support Agreement (ISSA) Procedures

ISSA Process for Coast Guard Personnel Living in DoD Quarters

Step	Action	Description
1	DoD prepares ISSA	The ISSA, DD-1144, is prepared by the agency supplying the service. DoD will provide a list of services and their costs. The agreement can be for one or more years. Commandant (G-WPM-4) recommends 3 year ISSA terms with an option to allow CG cancellation with six months' notice. DoD must provide the address and billing information: In block 8 of DD-1144 the ISC shall request copies of billing to the AHO and Comptroller in addition to the copy sent to the FINCEN for payment.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commandant (G-WPM-4) for review and approval before signing as receiver of housing services.
3	DoD and AHO signs ISSA	After the supplier (DoD) and the receiver (AHO) sign the ISSA, the AHO and Comptroller keep a copy for their files. The AHO sends a copy to Commandant (G-WPM-4) and the Comptroller sends a copy to FINCEN.
4	ISC Comptroller prepares a MIPR or requisition for AHO's signature	The Military Interdepartmental Purchase Request (MIPR), DD-448, or a Requisition and Invoice/Shipping Document, DD-1149, is a one-year document used to pay for services provided under the ISSA during the FY. The ISC Comptroller completes the document using the Headquarters-provided leased housing accounting line. The AHO signs as the authorizing contracting officer.
5	DoD accepts MIPR	DoD accepts the MIPR using a MIPR Acceptance Form, DD-448-2 or a Requisition and Invoice/Shipping Document, DD-1149. The Comptroller then obligates the MIPR/DD-1149 funding in LUFS and transmits to the FINCEN. A hard copy of the obligation document is mailed to FINCEN and the DoD activity.
6	DoD bills the Coast Guard	DoD must bill the Coast Guard in accordance with the ISSA guidelines. Quarterly billings are preferred, but monthly billings are acceptable and sometimes required by DoD installations. DoD's accounting office will submit an SF-1080 to the FINCEN with a copy to the ISC Comptroller. The DoD housing site must provide CG occupancy information. The FINCEN will verify the SF-1080 has a valid MIPR or requisition obligation and pay DoD using the appropriate accounting information. The expenditure will be recorded in DAFIS.
7	The AHO monitors CG occupancy and the ISC Comptroller monitors DAFIS	The AHO must monitor Coast Guard occupancy to ensure accurate billing information. The ISC Comptroller will monitor expenditures on the MIPR or requisition obligations. The comptroller will report lack of billing to the DoD command listed on the ISSA and to the AHO.
8	AHO sends quarterly ISSA management reports to Commandant (G-WPM-4)	Each quarter the AHO must request the Comptroller to provide each ISSA's expenditure and the FY aggregate. The AHO will validate billing accuracy by confirming occupancy and project occupancy for the remainder of the FY. The AHO will identify excess funds obligations for an ISSA and the ISC Comptroller will de-obligate any identified excess funds by amending the MIPR and entering the change in LUFS. Any increases in MIPR or requisition obligations exceeding 10% of total obligation or \$10,000 <u>must</u> be pre-approved by Commandant (G-WPM-4).
9	ISSA account closed	The ISC Comptroller must close the ISSA account upon final payment. Ideally this will occur at the end of the FY.

ISSA Process for DoD Personnel Living in Coast Guard Quarters

Step	Action	Description
1	The AHO prepares ISSA or Host Tenant Agreement	The ISSA, DD-1144, or the Host Tenant Agreement, is negotiated and prepared by the AHO. The agreement is normally for 3 years, but can be for one or more years. Commandant (G-WPM-4) recommends occupant BAH rates be charged with an option to allow CG cancellation or amend charges with six months' notice.
2	AHO obtains ISSA approval	The AHO must forward a copy of the proposed ISSA to Commandant (G-WPM-4) for review and approval before signing as supplier of housing services.
3	DoD and AHO signs ISSA	After the supplier (AHO) and the receiver (DoD) sign the ISSA, the AHO and Comptroller keep a copy for their files. The AHO sends a copy to Commandant (G-WPM-4) and the Comptroller sends a copy to FINCEN.
4	DoD Comptroller prepares a MIPR or requisition	The Military Interdepartmental Purchase Request (MIPR), DD-448, or a Requisition and Invoice/Shipping Document, DD-1149, is a one-year document used to pay for services provided under the ISSA during the FY. The receiving activity (i.e., DoD Comptroller) completes the document using DoD accounting line.
5	AHO accepts MIPR	The AHO accepts the MIPR using a MIPR Acceptance Form, DD-448-2. The Comptroller forwards a copy of the DD-448-2 to the DoD Comptroller and FINCEN.
6	Coast Guard bills DoD	The ISC Comptroller must ensure DoD is billed for housing services in accordance with ISSA guidelines. Quarterly billings are preferred. The AHO or LHO provides DoD occupancy information to the ISC Comptroller who submits a transmittal to the FINCEN. The FINCEN will bill DoD and credit the account indicated by the ISC Comptroller on the transmittal document. The credit will be recorded in DAFIS.
7	The AHO or LHO monitors DoD occupancy and the ISC Comptroller monitors DAFIS	The AHO or LHO must monitor Coast Guard occupancy to ensure accurate billing information. Comptroller will monitor credits on the MIPR or requisition obligations. The comptroller will report lack of DAFIS credits to the FINCEN and to the AHO.
8	AHO sends quarterly ISSA management reports to Commandant (G-WPM-4)	Each quarter the AHO must request the Comptroller to provide each ISSA's payments and the FY aggregate. The AHO will validate payment accuracy by confirming DoD occupancy and ensuring the AFC-11 or AFC-12 accounts are properly credited.

Recouping Funds for Damages

Introduction

The process by which funds are recouped for damages to owned housing can be very lengthy and complex. However, it is absolutely necessary to hold members accountable for the consequences of their actions. Members held wholly or partly liable for damages to owned housing units owe a debt to the U.S. Government they must fully repay.

References

- *Coast Guard Housing Manual*, COMDTINST M11101.13 (series), Sec. 6.G.
 - *CG Pay Manual*, COMDTINST M7220.29 (series), Chap. 11.
 - *Coast Guard Claims and Litigation Manual*, COMDTINST M5890.9 (series).
 - *Personnel and Pay Procedures Manual*, HRSIC M1000.2 (series).
-

LHA and AHA responsibilities

The LHA deals directly with owned housing occupant(s) to recoup funds for damage for which members are held liable.

The AHA reviews the LHA's damage liability decision only when requested by the member.

Continued on next page

Recouping Funds for Damages, Continued

Notifying members of debt

The LHA must notify members they are liable for damage to Government-owned housing and their pay is subject to involuntary withholding (☞ Pages 6 and 7). This information is also stated in the Tenant Occupancy Instruction required to be signed by each member occupying Coast Guard housing.

Member's options

On receiving the LHA's debt notification letter, member(s) have these options:

OPTION	REMARKS
Voluntarily submit to LHA a signed PAA, cashier's check, or money order for full amount of debt	The LHA sends member's voluntary PAA to HRSIC (dc) (☞ Page 8). HRSIC (dc) will determine the monthly installment amount. LHA sends member's cashier's check or money order to FINCEN (OGR) (☞ Page 9).
Voluntarily make repairs or replace damaged items in kind, and/or provide new information and appeal to LHA to reconsider damage liability determination	The LHA will review member's repair and replacement in kind action, and/or new information and reconsider the damage liability determination and: <ul style="list-style-type: none"> • dismisses the entire debt if he or she finds member is not liable • deny appeal and again demand debt payment • partially approve appeal and send a new demand for payment letter
Request AHA review LHA's decision	The AHA will review the LHA's decision and issue a separate decision. The AHA is authorized to overrule an LHA's damage liability decision.
Request MLC (lc) via chain-of-command waive or compromise	The LHA and AHA will review any request for a waiver or compromise before MLC (lc) takes action.
Not respond	If the LHA does not receive a response from the member within 30 days after sending the debt collection letter, he or she submits an involuntary PAA to HRSIC (dc) to begin involuntary pay withholding. The PAA requires a statement indicating the member was provided due process (☞ Page 10).

Continued on next page

Recouping Funds for Damages, Continued

Member's options after debt collection begins

Members held liable for damage to owned housing have these options any time after debt collection begins:

OPTION	REMARKS
Request settlement authority review, reconsider, suspend, or terminate debt	<p>The member may submit a request for review via the LHA to the settlement authority challenging the debt's validity or amount. If the settlement authority determines the debt should be adjusted, he or she will provide a copy of the decision to the LHA. If a PAA previously had been issued, the LHA will immediately notify HRSIC (dc) and provide a copy of the settlement authority's decision. If the settlement authority decides to reduce the amount for which the member is liable, the LHA must submit a correction to the original PAA to HRSIC (dc).</p> <p>The <i>Coast Guard Claims and Litigation Manual</i>, COMDTINST M5890.9 (series), determines the appropriate settlement authority and provides detailed guidance on submitting and settling review and compromise requests.</p>
Request remitting the debt	<p>Only enlisted members may request a remission for hardships and injustice of a debt being deducted from their pay. The remission request must conform to guidance in the <i>Personnel and Pay Procedures Manual</i>, HRSIC M1000.2 (series), on remissions. Normally, HRSIC will suspend further debt collection pending Commandant (G-WPM) determination.</p> <p>Members may not request remissions after separating from the Service.</p>

Continued on next page

Recouping Funds for Damages, Continued

**HRSIC debt
collection efforts**

On receiving a voluntary or involuntary PAA from an LHA, HRSIC (dc) will begin debt collection efforts, which will continue for up to 10 years after the member incurred the debt or until HRSIC determines continued efforts are no longer cost-effective.

In all cases, HRSIC (dc) will finalize the original PAA and return it to the originating LHA as either collected in full or written off. HRSIC also sends a copy of the finalized PAA to the FINCEN to credit the appropriate housing site account for any money collected.

To contact HRSIC (dc) call (785) 357-6940 or fax at (785) 295-2781.

**FINCEN credit
procedures**

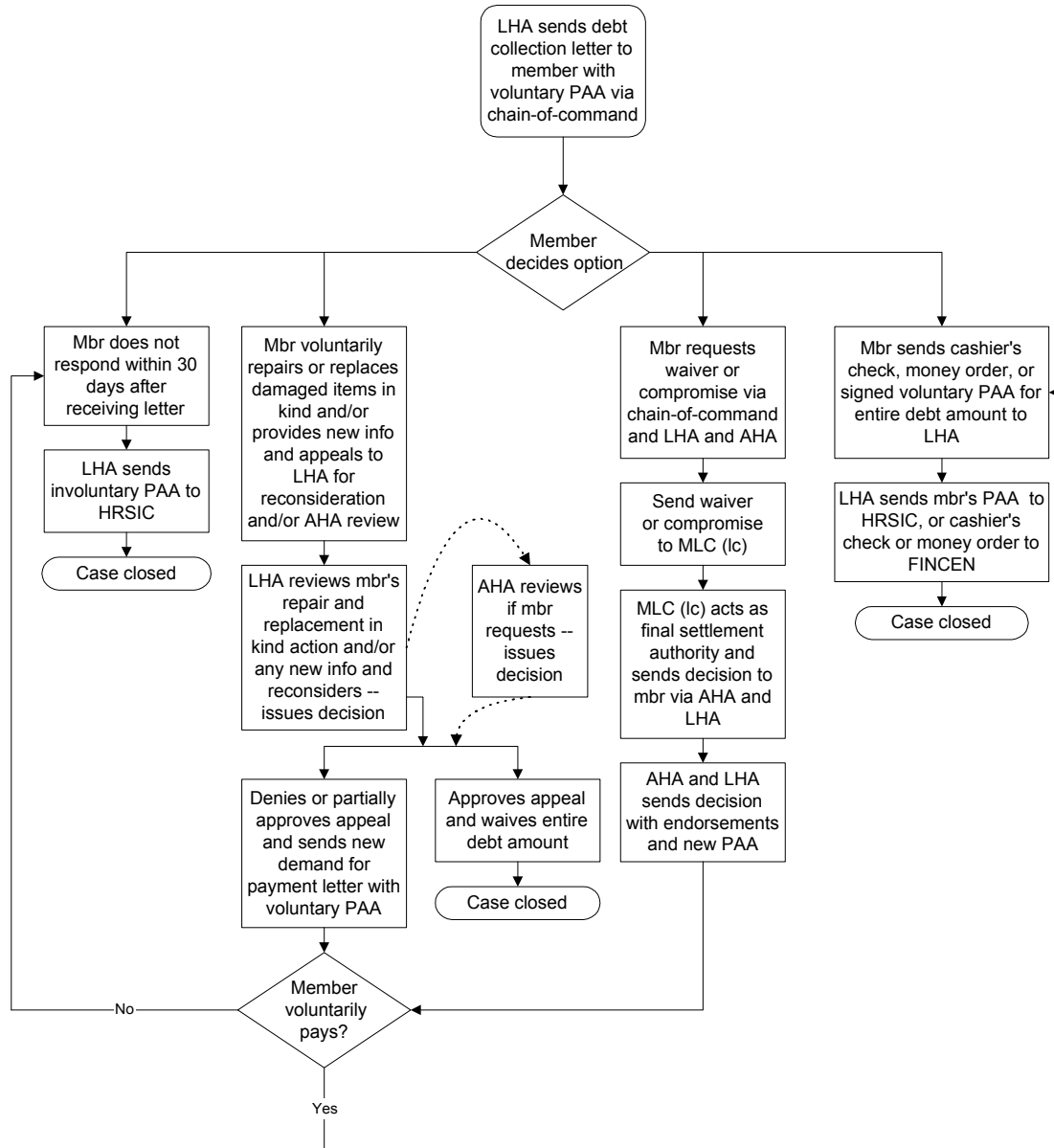
On receiving a member's cashier's check or money order or a completed PAA from HRSIC (dc), FINCEN will credit the appropriate account identified on the rapidraft letter or PAA.

To contact FINCEN Customer Service, call (757) 523-6940 or fax at (757) 523-6035.

Continued on next page

Recouping Funds for Damages, Continued

Procedural flowchart of funds recoupment process



Continued on next page

Recouping Funds for Damages, Continued

Sample debt collection letter

U.S. Department
of Transportation

United States
Coast Guard



11101

From: LHA
To: Member
Via: Member's command

Subj: DEMAND FOR PAYMENT FOR DAMAGE TO QUARTERS

Ref: (a) CG Housing Manual, COMDTINST M11101.13 (series)
(b) CG Claims & Litigation Manual, COMDTINST M5890.9 (series)
(c) CG Pay Manual, COMDTINST M7220.27 (series)
(d) CG Personnel Manual, COMDTINST M1000.6 (series)

1. I have received the report of inspection carried out on your assigned Government quarters located at [insert address] on [insert date]. These quarters were assigned to you and you were responsible for their care and cleanliness. The inspection report, attached as enclosure (1), notes damages to the quarters in the amount of \$[insert]. I have determined you are liable for [all or insert amount] of the damages in accordance with reference (a). (if responsible for a lesser amount explain which damages member is liable for).

2. You are now responsible for either repairing the damages to my satisfaction or repaying the Coast Guard Housing Program for the expense of repairing the damages. You may do so by one of these methods:

a. Repair or replace the damaged items yourself or arrange someone else to do it for you. Notify me in writing if you intend to repair or replace the damaged items, or

b. Return a copy of this letter to the Local Housing Office at the address above with a money order or cashier's check payable to "U.S. Coast Guard" for \$[insert amount], or

c. Return a copy of this letter to the Local Housing Office at the address above with a copy of the Pay Adjustment Authorization (PAA) for a voluntary deduction from your pay (enclosure (2)). See your Personnel Reporting Unit (PERSRU) for counseling about this option. If you choose a voluntary PAA, endorse the enclosed PAA and send it to the Local Housing Office within 30 days.

3. You may request I reconsider my decision. Supply any information not previously available that will help support your request. If you have no further information but disagree with my decision, you may request review of my decision by the Area Housing Authority having cognizance over the damaged quarters. You may also request the MLC Claims and Litigation

Continued on next page

Recouping Funds for Damages, Continued

Sample debt collection letter (continued)

11101

Subj: DEMAND FOR PAYMENT FOR DAMAGE TO QUARTERS

Branch (MLC____ (lc)), as settlement authority, to waive your debt or compromise it to a reduced amount. Send any request for reconsideration, review, waiver, or compromise via your chain-of-command and me.

4. You must respond to this letter within 30 days from receipt date with an offer to repair or repay, a request for my reconsideration, a request for the Area Housing Authority to review my decision, or a request to waive or compromise your debt to a reduced amount. If you fail to respond within 30 days, I will initiate an involuntary pay deduction to reimburse the Coast Guard Housing Program for damages for which you are liable.

5. The Human Resources Services & Information Center (HRSIC) will determine the monthly rate of liquidation in accordance with reference (c), Chapter 11. Reference (d), Article 8-F-5 remission debt provisions apply to enlisted members only.

LHO
By direction

Encl: (1) Inspection Report
(2) Voluntary PAA (DD-139)

Note: For Other Than Active Duty Coast Guard Members:

- Use paragraphs "1," "2," "2a," and "2b";
- Omit paragraphs "2c," "4," "5";
- Instead of paragraph 3, substitute: "If you fail to repair all the damages or repay the Coast Guard in full, this matter will be forwarded to the claims settlement authority for further collection actions."
- Omit enclosure (2).

Continued on next page

Recouping Funds for Damages, Continued

Sample voluntary PAA

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)	AMOUNT	APPROPRIATION DATA			
		143.00	2/P/A01/299/1B/0/5C/DDDDD/4202			
FROM Local Housing Officer, USCG Group			NAME OF ACCOUNTABLE D. O.			
			SYMBOL NO.		G. A. O. EXCEPTION CODE	
TO [Commanding Officer (dc) USCG Human Resources and Information Center 444 S.E. Quincy St. Topeka, KS 66683-3591]			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			
EXPLANATION AND/OR REASON FOR ADJUSTMENT						
1. Check member's pay in the amount of \$143.00 for damage caused to Government-owned housing located at: _____.						
2. Point of contact: Local Housing Officer Ph: _____						
3. I voluntarily agree to have my pay checked in the amount of \$_____ to liquidate my liability for damage to Government-owned quarters. I request the amount of \$_____ be liquidated over a reasonable period of time.						
MEMBER'S FULL SIGNATURE _____						
4. All funds recouped as a result of this action to be credited to account noted above.						
Appropriation Codes: A = The last digit of the fiscal year which you want the funds to be returned. B = 1 - If the occupant is an officer 2 - If the occupant is enlisted C = The second digit of your program element D = Housing site cost center or 78656 for UPH						
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.						
FROM LHO, Group			CERTIFYING OFFICER (name rank/grade, and signature) LHO, Group			
CERTIFICATE	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record, (If adjustment has not been entered, give explanation on reverse over D. O.'s Signature and symbol number.)			TYPED NAME AND GRADE OF D. O.		
	TO [Local Housing Officer, USCG Group]			D. O. SYMBOL NO.		DATE
				SIGNATURE		

DD FORM 1 MAY 53 139

REPLACES DD FORM 118, 1 OCT 49, DD FORM 139, 1 JAN 49, NAV. S. AND A. FORMS 540, 541, AND 542, NAVMC 698-SD AND NAVMC 819-SD. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

FORM APPROVED BY COMP. GEN., U. S. APRIL 23, 1953

Continued on next page

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-3883 (Rev. 4-80)	RAPIDRAFT LETTER	MAY BE TYPED OR HANDWRITTEN
INSTRUCTIONS		
ORIGINATOR - Use for routine correspondence not requiring action, review, or comment by officers in the chain of command, other government agencies or civilian commercial firms. Send original and copy to addressee. Retain copy for file.		
ADDRESSEE - Reply hereon, returning original to originator. Retain copy for file.		
TO:	STAFF SYMBOL/SSIC	
Commanding Officer (OGR) U.S. Coast Guard Finance Center P.O. Box 4118 1430A Kristina Way Chesapeake, VA 23326-1000	11101	
	DATE	
Subj: OWNED HOUSING DAMAGE PAYMENT		
1. The enclosed cashier's check was received from _____ in response to my letter 11101 dated _____ for damage caused to Government-owned housing located at _____.		
2. The account to be credited for this damage payment is: 2/P/601/299/12/0/5*/_____/4202.		
3. Please contact me at the number above if you have any questions about this matter.		
LHO By direction		
Encl: (1) Cashier's check (see note) (2) Demand for payment letter		
Note: Mail original check with copy of this Rapidraft and enclosures to: U.S. Coast Guard Attn: Others P.O. Box 640626 Pittsburgh, PA 15264-0626		

FROM:

Commander
USCG Group

DO NOT USE
FOR
CLASSIFIED CORRESPONDENCE

PREVIOUS EDITION MAY BE USED
SN 7530-00-F01-5310

Continued on next page

Recouping Funds for Damages, Continued

Sample involuntary PAA

PAY ADJUSTMENT AUTHORIZATION				NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER (Last name) (First) (Middle)			FILE/SERVICE NO.	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
					USCG		
PAY GRADE NO.	LAST PAY RECORD EXAMINED (if applicable)	AMOUNT	APPROPRIATION DATA				
		143.00	2/P/A01/299/1B/0/5C/DDDDD/4202				
FROM Local Housing Officer, USCG Group			NAME OF ACCOUNTABLE D. O.				
			SYMBOL NO.		G. A. O. EXCEPTION CODE		
TO [Commanding Officer (dc) USCG Human Resources and Information Center 444 S.E. Quincy St. Topeka, KS 66683-3591]			YOU ARE HEREBY AUTHORIZED TO <input checked="" type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE				
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
1. Check member's pay in the amount of \$143.00 for damage caused to Government-owned housing located at: _____ 2. Point of contact: Local Housing Officer Ph: _____ 3. This is an involuntary pay adjustment authorization to liquidate liability for damage to Government-owned quarters. The member was given due process and failed to respond to the demand for payment letter. 4. All funds recouped as a result of this action to be credited to account noted above.							
Appropriation Codes: A = The last digit of the fiscal year which you want the funds to be returned. B = 1 - If the occupant is an officer 2 - If the occupant is enlisted C = The second digit of your program element D = Housing site cost center or 78656 for UPH							
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make the adjustment.							
FROM LHO, Group			CERTIFYING OFFICER (name rank/grade, and signature) LHO, Group				
CERTIFICATE	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record, (If adjustment has not been entered, give explanation on reverse over D. O.'s Signature and symbol number.)			TYPED NAME AND GRADE OF D. O.			
	TO [Local Housing Officer, USCG Group]			D. O. SYMBOL NO.		DATE	
				SIGNATURE			

DD FORM 1 MAY 53 139

REPLACES DD FORM 118, 1 OCT 49, DD FORM 139, 1 JAN 49, NAV. S. AND A. FORMS 540, 541, AND 542, NAVMC 698-SD AND NAVMC 819-SD. ALL OF WHICH MAY BE USED UNTIL STOCKS ARE EXHAUSTED.

FORM APPROVED BY COMP. GEN., U. S. APRIL 23, 1953

DETAILED SALES/RENTAL LISTING						DATE LISTED	
For use of this form, see AR 210-50; the proponent agency is OACSIM							
HOUSE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	APARTMENT <input type="checkbox"/> SALE <input type="checkbox"/> RENT	TRAILER OR SPACE <input type="checkbox"/> SALE <input type="checkbox"/> RENT	LEASE REQ <input type="checkbox"/> YES <input type="checkbox"/> NO	CHILDREN <input type="checkbox"/> YES <input type="checkbox"/> NO	GROUP/SHARE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		PETS <input type="checkbox"/> YES <input type="checkbox"/> NO
FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO	AGE OF UNIT _____ YRS	DIST FROM INSTALLATION _____ MILES _____ TIME		<input type="checkbox"/> DETACHED <input type="checkbox"/> SEMI DETACHED <input type="checkbox"/> ROW <input type="checkbox"/> ONE STORY <input type="checkbox"/> TWO STORY <input type="checkbox"/> SPLIT LEVEL <input type="checkbox"/> MULTISTORY		<input type="checkbox"/> BRICK <input type="checkbox"/> FRAME <input type="checkbox"/> SHINGLE <input type="checkbox"/> STONE <input type="checkbox"/> STUCCO	
<input type="checkbox"/> LIVING ROOM <input type="checkbox"/> FIRE PLACE	<input type="checkbox"/> DINING ROOM <input type="checkbox"/> DINING AREA	FAMILY ROOM <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> FIRE PLACE		DEN <input type="checkbox"/> YES <input type="checkbox"/> NO	BEDROOM NO. & SIZE		BATH <input type="checkbox"/> 1/2 <input type="checkbox"/> FULL BASEMENT <input type="checkbox"/> REC ROOM <input type="checkbox"/> UTILITY ROOM <input type="checkbox"/>
KITCHEN <input type="checkbox"/> DISHWASHER <input type="checkbox"/> STOVE <input type="checkbox"/> DISPOSAL <input type="checkbox"/> REFRIG		<input type="checkbox"/> WASHER <input type="checkbox"/> CONNECTION <input type="checkbox"/> DRYER <input type="checkbox"/> CONNECTION		<input type="checkbox"/> GARAGE <input type="checkbox"/> CARPORT <input type="checkbox"/> DRIVEWAY <input type="checkbox"/> OFF STREET PARKING <input type="checkbox"/> YARD <input type="checkbox"/> FENCED		<input type="checkbox"/> PORCH <input type="checkbox"/> POOL <input type="checkbox"/> PATIO <input type="checkbox"/> ACCESS FOR HANDICAPPED	
HEAT <input type="checkbox"/> OIL <input type="checkbox"/> GAS <input type="checkbox"/> ELEC	AIR COND <input type="checkbox"/> CENTRAL <input type="checkbox"/> WINDOW <input type="checkbox"/> EVP CLR	UTILITIES PAID BY <input type="checkbox"/> LANDLORD <input type="checkbox"/> TENANT		SALE PRICE \$ _____	RENTAL PRICE EFF \$ 1 BR: \$ _____ 2 BR: \$ _____ 3 BR: \$ _____ 4 BR: \$ _____		SECURITY DEPOSIT <input type="checkbox"/> YES <input type="checkbox"/> NO AMOUNT \$ _____
REMARKS						LOAN INFORMATION	
						<input type="checkbox"/> VA INTEREST _____ % <input type="checkbox"/> FHA MO. PAYMENT \$ _____ <input type="checkbox"/> CONV LOAN BAL \$ _____	
NAME OF CONTACT				<input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> MANAGER		PHONE OFFICE _____ HOME _____	
ADDRESS OF FACILITY (include subdivision & ZIP Code)				DATE AVAILABLE		LAST CHRRSO AVAILABILITY CHECK	

DA FORM 5546-R, OCT 96

EDITION OF FEB 90 IS OBSOLETE

USAPPC V1.00

[illegible]

Housing Requirement Analysis

Housing Dependency Planning Percentages

<u>Grade</u>	Percentages *	
	<u>With Dependent</u>	<u>Without Dependents</u>
O6	98.12	1.88
O5	96.22	3.78
O4	93.01	6.99
O3/O3E	84.15	15.85
O2/O2E	49.47	50.53
O1/O1E	28.90	71.10
W1-4	97.26	2.74
E9	98.04	1.96
E8	94.71	5.29
E7	94.98	5.02
E6	90.49	9.51
E5	83.73	16.27
E4	52.53	47.47
E1-3	22.28	77.72

* Percentages based on Coast Guard-wide averages as of October 1998.

Family Housing Requirement Analysis Example (per ART 4.A.2.d.(2))

1.	Determine Personnel Allowance List (PAL) Numbers	5 E-7s, 20 E-5s,	12 E-6s, 50 E-4's	
2.	Multiply PAL Numbers by Percentages	5 X 94.98% 12 X 90.49% 20 X 83.73% 50 X 52.54%	= 4.75 = 10.86 = 16.75 = <u>26.27</u>	
3.	Determine Gross Housing Requirements by Adding the Products of Step 2		58.63	
4.	Multiply by Planning Factor (90% normally used)	58.63 X 90%	= 53	
5.	Determine Gross Bedroom Mix Requirement (usually 15%/30%/55% per ART 4.C.5.b.(2)(c))	53 X 15% 53 X 30% 53 X 55%	= 8 4-bdrms = 16 3-bdrms = 29 2-bdrms	
6.	Subtract Existing Adequate Owned and Leased Public Quarters by Bedroom	8 4s - 2 4s 16 3s - 6 3s 29 2s - 12 2s	= 6 4s = 10 3s = 17 2s	
7.	Subtract Public Quarters Approved or Under Construction by Bedroom	6 4s - 2 4s 10 3s - 0 3s 17 2s - 4 2s	= 4 4s = 10 3s = 13 2s	
8.	Subtract Existing Adequate Private Rental Housing, if Available Year-Round, by Bedroom	4 4s - 2 4s 10 3s - 4 3s 13 2s - 5 2s	= 2 4s = 6 3s = 8 2s	
9.	Subtract Existing Adequate Private Sales Housing, if Occupied by Military Personnel and Purchased in lieu of Renting Private Housing, or Occupying Public Quarters, by Bedroom	2 4s - 0 4s 6 3s - 1 3s 8 2s - 2 2s	= 2 4s = 5 3s = 6 2s	
		<u>RESULT</u> Plan for 13 units (2 4s, 5 3s, 6 2s)		

Family Housing Requirement Analysis Worksheet

Step	Process	Column 3 EXISTING OR <u>APPROVED</u>	Column 4 DEPENDENCY PLANNING <u>PERCENTAGES</u>	Column 5 GROSS <u>REQUIREMENT</u>
		#	X %	= <u>ANS</u>
1	Determine PAL Numbers (Fill in Column 3)	O6 _____	98.12	_____
		O5 _____	96.22	_____
		O4 _____	93.01	_____
		O3/O3E _____	84.15	_____
		O2/O2E _____	49.47	_____
2	Multiply PAL Numbers by Dependency Planning Percentages (Column 3 X Column 4 = Column 5)	O1/O1E _____	28.90	_____
		W1-4 _____	97.26	_____
		E9 _____	98.04	_____
		E8 _____	94.71	_____
		E7 _____	94.98	_____
		E6 _____	90.49	_____
		E5 _____	83.73	_____
		E4 _____	52.53	_____
3	Determine Gross Requirement (Total Column 5)	E1-3 _____	22.28	_____
		TOTAL (Gross Requirement) = _____		
4	Multiply by Planning Factor (usually 90%; Total from Column 5 X %)	_____ X _____% = _____		
5	Determine Gross Bedroom Mix (Result of Step 4 Times Planning Factors, usually 15/30/45%)	_____ X _____%	=	_____ 4 bdrms
		_____ X _____%	=	_____ 3 bdrms
		_____ X _____%	=	_____ 2 bdrms

(continued on next page)

Family Housing Requirement Analysis Worksheet (continued)

<u>Step</u>	<u>Process</u>						
6	Subtract Existing Adequate Owned and Leased Public Quarters from Result of Step 5	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
7	Subtract Public Quarters Approved or Under Contruction from Result of Step 6	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
8	Subtract Existing Adequate Private Rental Housing from Result of Step 7	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms
9	Subtract Existing Adequate Private Sales Housing from Result of Step 8	_____	-	_____%	=	_____	4 bdrms
		_____	-	_____%	=	_____	3 bdrms
		_____	-	_____%	=	_____	2 bdrms

RESULT: Need _____ Total Units

_____ 4 bdrms, _____ 3 bdrms, _____ 2 bdrms

UPH Requirement Analysis Example (per SEC 9.D)

Normal UPH construction requirements are based on justified transient need (watchstander and student modules), including an OOD module, if required, and a male/female separation module. Permanent party modules are normally not authorized unless community-based housing is deemed unavailable, inadequate, or exorbitantly expensive. See ARTs 9.A.3 and 9.C.8.a.

<u>Position</u>	<u>Pay Grade</u>	<u>PAL</u>	<u>Without Depn %</u>	<u>UPH Need</u>	<u>Module Need</u>
Watchstanders (including Reserves and break-ins)				3	2
OOD				1	1
Male/Female Separation				1	1
Students				0	0
Permanent Party				0	0
Totals:				5	4

UPH Requirement Analysis Worksheet

Step	Process	Column 3	Column 4	Column 5
	Omit Steps 1-3 if Permanent Party Modules are not Authorized	<u>EXISTING OR APPROVED</u>	<u>DEPENDENCY PLANNING PERCENTAGES</u>	<u>GROSS REQUIREMENT</u>
		#	X	=
			%	<u>ANS</u>
1	Determine PAL Numbers (Fill in Column 3).	O6	1.88	
		O5	3.78	
		O4	6.99	
		O3/O3E	15.85	
		O2/O2E	50.53	
2	Multiply PAL Numbers by Dependency Planning Percentages (Column 3 X Column 4 = Column 5)	O1/O1E	71.10	
		W1-4	2.74	
		E9	1.96	
		E8	5.29	
		E7	5.02	
		E6	9.51	
		E5	16.27	
		E4	47.47	
3	Determine Gross Requirement (Total Column 5)	E1-3	77.72	
		Total 2-person module requirement		
		Total 1-person module requirement		
		Total 1-person suite requirement		
4	Determine 2-Person Modules	Enlisted		
		Watchstanders	_____ / 2	= _____
		Enlisted Students	_____ / 2	= _____
		Male/Female		
		Separation	1 / 1	= 1
		Total	_____	_____ Modules

(continued on next page)

UPH Requirement Analysis Worksheet (continued)

<u>Step</u>	<u>Process</u>	
5	Determine 1-Person Modules	<div style="display: flex; justify-content: space-between;"> <div>E4 - E6 personnel from Step 3</div> <div>_____</div> <div>=</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>OOD Officer Watchstanders Officer Students</div> <div>_____</div> <div>=</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div></div> <div>_____</div> <div>=</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total</div> <div>_____</div> <div></div> <div>_____ Modules</div> </div>
6	Determine Suite Modules	<div style="display: flex; justify-content: space-between;"> <div>Total E7 and above from Step 3</div> <div>_____ X 2</div> <div>=</div> <div>_____ Modules</div> </div>
7	Add Totals from Steps 4, 5, and 6	<div style="display: flex; justify-content: space-between;"> <div>Step 4</div> <div>_____</div> <div></div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Step 5</div> <div>_____</div> <div></div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Step 6</div> <div>_____</div> <div></div> <div>_____</div> </div>

RESULT:

Totals: Personnel _____ _____ Modules

Outline for Generic Scope of Services Housing Market Study Elements

1. **Purpose**. To provide data, expert opinions, and study recommendations on various options for meeting the housing needs for Coast Guard accompanied and unaccompanied personnel.
2. **Overview**. Presents level of CG operations; expansion plans, if any; housing policy; and statement of problem.
3. **Specific Objectives**. Lists the products of the study. For example: "...a final report shall be prepared including factual information and professional opinions and recommendations regarding the various options available...A copy of recent relevant economic, social, and housing studies developed by public agencies and other private studies should be included with the report...The original and 3 bound copies of the report and all appendices will be delivered to the Project Officer no later than..." etc.
4. **Study Area Definition**. Identify housing market study area using commuting standard in Section 1.B.4.b., CG Housing Manual. Include maps and other data indicating area environment, services, utilities, etc.; area profile; housing cost data; housing survey data, etc. All data must be current and dated.
5. **Existing Housing Market**. Study must define and quantify existing housing market demand so as to determine near-future housing demand. See paragraph 7 below.
6. **Socioeconomic Analysis**. Describe existing socioeconomic conditions in brief; assess study area economic prospects/problems.

7. **Rental Housing Analysis.** Describe/quantify existing rental housing market, including:
 - a. Vacancy rate: quantify/characterize vacant units.
 - b. Rental prices: quantify/compare.
 - c. Rental units: quantify/compare.
 - d. Housing problems: identify/quantify.
 - e. Housing adequacy: identify.
 - f. Housing market trends: define/assess.
 - g. Seasonal/other influences: identify/assess.
 - h. Development factors: define/quantify.
 - 1) Recent/planned housing construction activity.
 - 2) Other development factors: land/lot availability, access, financing, environment, developers, etc.
 - i. Housing support potential (local housing market's ability to support CG billets assigned): define/quantify.
 - j. Utility costs: identify/quantify.
 - k. Commuting costs: quantify.
 - l. Rental/growth restrictions: identify.
8. **Housing Market Forecast.** Predict near-term (up to 5 years) housing market conditions, addressing: vacancy rate; housing trends; housing development factors; number of housing units, etc. Describe homeowners market and expectation for members' homes to sell within reasonable time without financial loss. Discuss trends per Scope direction; e.g., if a motel developer needed a near-future motel development forecast, it would be necessary to know how many motel rooms will be available by CY-XX in a given market area.
9. **Housing Options.** Identify housing options available to the CG to ensure availability of adequate housing within reasonable commuting time of CG duty stations. Basic options include: private rental and private ownership, DoD housing if available, CG lease, CG purchase or construction, combinations of the above, and other options which are available.

10. **Expert Opinion.** Recommendation of the best method for the Coast Guard to meet its housing needs. The recommendation must be based not only on the quantity of housing presumed to be available, but upon its adequacy and cost. Contractors must be aware of CG housing options and should cast their recommendations in those terms, without being led in any way.
11. **Sources.** List and date all data sources.
12. **Background Enclosures:**
 - a. Billets by pay grade assigned to the area
 - b. Housing Requirement Analysis using CG Planning Factors
 - c. Standards for Family Housing
 - d. Standards for Unaccompanied Personnel Housing
 - e. Table displaying pay grade and local Total Housing Allowances
 - f. f. Local Government or private housing reports
 - g. Any past or related housing market studies
13. **Management and Scheduling Information:**
 - a. Format, Standards, and Confidentiality
 - b. Proposal and Resume
 - c. Award (conditions of contract award, including performance time and other requirements)

AC&I SHORE CONSTRUCTION STRATEGIC CALENDAR

DESIRED FY	PP APPROVAL FY - 3	PPR(A) SUBMITTED FY - 2	PPR(A) APPROVAL	FORECAST STAGE BUDGET	PPR(B) SUBMITTED FY - 1	PPR(B) APPROVAL	CONGRESSIONAL STAGE BUDGET	OP STAGE BUDGET FY	CONSTRUCTION AWARD
FY02 PROGRAM	01 Oct 98	01 Oct 99	01 Dec 99	01 Feb 00	01 Dec 00	01 Jan 01	01 Feb 01	01 Oct 01	01 Apr 02
FY03 PROGRAM	01 Oct 99	01 Oct 00	01 Dec 00	01 Feb 01	01 Dec 01	01 Jan 02	01 Feb 02	01 Oct 02	01 Apr 03

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PROBLEM STATEMENT (PS)

A. Purpose. The Problem Statement (PS) identifies operational or support problems that impact assets (such as aircraft, cutters, boats, shore facilities, etc.) which requires Coast Guard resources to fix. A PS shall not include the following:

- Reprogramming of billets.
- Acquisition of Coast Guard platform, such as vessels, aircraft, etc.
- Facility maintenance utilizing AFC 30 and AFC 43 funds.

The PS is also used to update a previously submitted problem statement.

B. Background. Historically, AC&I Data Sheets were used as an initial “marker” for the AC&I shore facilities backlog with little detail or cost basis. Since that time, the objective of the PS has been revised to provide the following:

- Emphasis on problem identification as opposed to predetermined solutions.
- Improved problem identification expanded to identify operational or support problems that may impact Coast Guard assets.
- Improve the quality of the Shore Facilities Requirement List.
- Better communication between field and Headquarters program managers.
- Commandant (G-CPP) approvals indicating that a legitimate problem exists and has sufficient merit to devote future resources for further planning.

C. Sources. A PS may be generated from a number of sources. They are driven by new or changed mission, shore plant deterioration, catastrophic failures, and environmental requirements. Sources include but are not limited to the following:

- Regional Strategic Assessments
- Facility Inventories and Condition Assessments
- Master Plan Project Lists
- Biennial Inspections
- Environmental Compliance Inspections
- Engineering Evaluations
- Divestiture Actions

D. Content. The PS is an important means of communication between the field, district, area and headquarters. It should reflect coordination between all parties to identify operational or support problems. The format is flexible to allow adequate discussion of the problem. For brevity, bullet presentation is preferred, with a target of 2 - 3 total pages. Pages 3 and 4 shows the suggested PS format and includes all of the following required content areas:

1. **Tracking Number.** Assigned by Submitter in the following format:
ATU-FY Generated-Seq Number
2. **Benefiting Unit(s).** Name and OPFAC number for the benefiting unit(s) (i.e. tenant command) which is the “customer” for whom the problem has been identified.
3. **Host Unit.** Name and OPFAC number of the host command of the property.

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4. **Operational/Support Premise:** Current unit operations and support functions.
 5. **Problem Statement.** Current state and impact of problem.
 6. **Participants.** Lists names and telephone numbers of key individuals who provided assistance or background material in preparing the PS.
 7. **Originator.** Name, title and telephone number of originator. Anyone identifying a problem/need may submit a PS through the chain of command. The Originator shall coordinate with District (dpl), District Program Manager, and Headquarters Program Manager for initial comment and support.
 8. **Submitter.** Comment, recommendation, signature, title and date of the submitter [District (dpl), MLC (s), HQ Unit (CO)]
 9. **Area Endorsement.** Comment, recommendation, signature, title and date of the Area Planner.
 10. **Commandant (G-CPP).** Approves or disapproves the PS and provides comments as necessary. Signature, title and date of Commandant (G-CPP).
- E. Process.** The following identifies roles, responsibilities and target duration involved in the preparation and review of a PS.
1. **Originator.** Forwards PS to District/MLC/HQ Unit.
 2. **Submitter.** The Submitter is the field owner of the PS. The Submitter verifies that the information presented in the PS is accurate and complete. A tracking number is assigned the PS, composed of the ATU-FY the PS is generated- Sequential Number. The Submitter forwards the PS to Commandant (G-CPP) via Area for District units, MLC for MLC units, and HQTR unit CO for HQTR units. Target Duration – 2 weeks.
 3. **Area Endorsement.** The Area endorses the PS as valid and aligns with the overall operational or support plans for the area. This endorsed PS is forwarded to Commandant (G-CPP). Target Duration - 1 week.
 4. **Commandant (G-CPP).** Commandant (G-CPP) is the Headquarters owner of the PS. Receives the PS and distributes to Headquarters Program Manager, G-SEC and G-CPA for review and comment. Target Duration – 2 weeks.
 5. **Headquarters Program Manager and Commandant (G-CPP, G-CPA and G-SEC).** Reviews PS to insure that all operational and support program requirements are identified. Provides comments to Commandant (G-CPP) for consolidation. Target Duration – 3 weeks.
 6. **Commandant (G-CPP).** Consolidates comments, if necessary conducts an in-house review meeting to discuss comments and concerns. Based on comments received, approves or disapproves the PS. Approval may contain specific guidance to address in the next planning document. Approval of the PS indicates a problem does exist and that further planning is required. Normally, a Planning Proposal (PP) should be prepared. Disapproval considers the issue closed. Target Duration – 3 weeks.

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PROBLEM STATEMENT

1. **Tracking Number:** 05-99-001
2. **Benefiting Unit/ATU:** Station Little Creek 05-30277
3. **Landlord Unit/ATU** Station Little Creek 05-30277
4. **Operational/Support Premise:** Station Little Creek is a 1-B0 unit where they must have one small boat and crew ready for immediate response at any time. The small boat complement is two 41-foot utility boats (UTBs). This Station performs the following mission/function:
 - 66% SAR – Search and Rescue
 - 33% ELT – Enforcement of Laws and TreatiesStation Little Creek is the host command for two 82-foot patrol boats: Coast Guard Cutter (CGC) Point Arena and CGC Point Huron.
5. **Problem Statement:**
 - Station facilities were constructed in the 1930's; the spatial/functional relationships are substandard and unsatisfactory. The Multipurpose Building has inadequate space for berthing, galley, messing and recreation.
 - There are no separate female heads.
 - Due to overcrowding, the third floor was converted to additional berthing without a head. This does not comply with life safety standards.
 - The second floor berthing has a gang head. There is no berthing space for tenant WPBs; and no wetrooms.
 - There are no heads on the first floor for visitors, which does not conform to the Uniform Federal Accessibility Standard (UFAS) for buildings.
 - Due to age, the utility system is in poor condition and energy inefficient.
 - The site is only one acre and does not allow for building expansion.
 - These inefficiencies, inadequacies and problems have increased gradually over the years. Recent CEU biennial inspections and a steady increase in facility maintenance costs document the need to correct the existing condition.
 - Overcrowding, inefficiency, life safety problems, and poor working conditions will continue and result in low personnel morale.
6. **Participants:**

LT I. Help	D5 (adpl)	757-398-5555
LT R. Station	D5 (osr)	757-398-4555
Emma Engineer	CEU Cleveland	216-522-5555
Mr. M. Manager	COMDT (G-OCS)	202-267-5555

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7. **Originator:**

BMCM I. M. Sailor

OIC, Station Little Creek,

757-464-5555

Date

8. **Submitter:** Current operations have far exceeded existing facilities. Operations will continue within this AOR. Low personnel morale will continue if facility problems are not remedied. Recommend approval of PS and inclusion on the SFRL.

CDR I. M. Planner

D5 Planning Officer

757-398-5550

Date

9. **Area Endorsement:** The need for station operations within the AOR is mission critical and conforms to Regional Strategic plans for D5. Recommend approval of PS.

RADM I. M. Area

LANT Area

757-399-5552

Date

10. **COMDT (G-CPP):** Inadequate shore facilities have been identified at Station Little Creek and this Problem Statement is approved. Develop a Planning Proposal to further develop this initiative. The alternatives addressed should include but not limited to the following:

- Relocate to Leased Facility
- Renovate
- Build
- Status Quo

RADM I. M. Coastie

Office of Plans, Policy & Evaluation

202-267-5050

Date

Guidance for Planning Proposals involving Housing Acquisition

ACQUISITION FACTORS

DATA SOURCES

REFERENCES

COMMUNITY POTENTIALS/LIABILITIES

- | | | |
|--|---|---|
| 1. Community type, i.e., fishing, resort, farming, mfg, etc. | County/town hall, local planning office, Chamber of Commerce, realtors, utility companies | Community support background: ART 4-B-2 and particularly ART 4-C-4-d regarding Housing Market Studies |
| 2. Population, area size, and trends | | |
| 3. Major employers and employment trends | | |
| 4. Land use, zoning, subdivision regulations | | |
| 5. Community facilities, services: schools, recreation, medical, cultural, public safety, commercial resources | | |
| 6. Transportation/utilities: roads, water, sewer, gas, electricity, public transit | | |
| 7. Land availability: scattered sites, subdivisions, etc | | |
| 8. Construction/construction costs | | |
| 9. Environmental factors, environmental concerns, historicity, etc. | | |
| 10. Special factors: climate, taxes, ground rents, local housing policy, quality of life data, etc. | | |

HOUSING MARKET POTENTIALS/LIABILITIES

- | | | |
|--|---|--|
| 1. Housing characteristics: multi-family, single-family, bachelor apartments, seasonality, tourism, etc. | Above sources, newspapers, multiple listings, FHA/VA, existing market studies, if available | Availability of community support housing options (rent/buy) and CG lease/purchase: ARTs 4-C-4 and 4-C-5 |
| 2. Housing trends: building permits, demolitions, turnover/vacancy data. | | |
| 3. Construction: area capability, speculative, contract, public housing activity | | |

ACQUISITION FACTORS

DATA SOURCES

REFERENCES

HOUSING MARKET POTENTIALS/LIABILITIES continued

- | | | |
|---|------------|--|
| 4. Units for rent/lease: number, age, condition, location, subsidy programs, DOD housing availability, price. | | Real estate brokers, Internet listings, etc. |
| 5. Units for sale (including CG purchase): number, age, condition, location, price | | |
| 6. CG Housing Survey data | CG Housing | COMDT (G-WPM-4) |
| 7. Housing database | | |
| 8. Basic Allowance for Housing | | |

HOUSING REQUIREMENT ANALYSIS

- | | | |
|---|----------------------------------|-------------------------------|
| 1. Personnel allowance data (all collocated units) current and proposed | Personnel allowance lists (PALs) | Housing requirement analysis: |
| 2. Operational factors, if any, including potential homeport changes. | OPLANS | ART 4-A-2. |
| 3. Tour of duty factors: restricted duty, "all others" tours, etc. | PERSMAN, | Encl. (14) |
| 4. Government housing: availability/access. | COMDTINST | |
| 5. Private housing: availability/access/price/condition. | M1000.6 (series) | |

HOUSING PROBLEM DEFINITION

- | | | |
|--|---------------------------|---|
| (e.g., "Provide for housing 37 CG members"; not "Building 37 family quarters is the solution") | Analysis of above factors | Planning and Programming Manual COMDTINST M16010.1 (series) |
|--|---------------------------|---|

ACQUISITION FACTORS**DATA SOURCES****REFERENCES****ASSOCIATED ANALYSES**

1. Environmental analysis: an environmental assessment is required with the PP. EIS not normally required, but if required must be submitted before related budget is submitted to OMB	N/A	Natl Environmental Policy Act Implementing Procedures, COMDTINST 16475.1 (series); Chap. 25, COMDTINST M16010.1 (series)
2. Master planning: While not required for all CG units, Master Plans are a reasonable way of coordinating larger scale issues. Housing needs, including admin and maintenance, must be coordinated for collocated units	Unit Master Plans	Chapter 3, Shore Facilities Planning Manual, COMDTINST 11010.6 (series)
3. Floodplain management issues	USA Corps of Engineers	COMDTINST M16475.3; DOT Order 5650.2
4. Economic analysis comparing relevant acquisition alternatives	NAVFAC P-422 Economic Analysis Manual	ART 4-C-5, COMDTINST M16010.1 (series) ARTs 4.C.5.b.(1) and 5.D.2.a., CG Housing Manual
5. Property or facility acquisition, expansion, or relocation issues: DOT approval requirements	N/A	Chapter 2, Real Property Manual COMDTINST M11011.9 (series) DOT Order 4300.2
6. Site design issues, i.e. road layout, acreage and lot sizes, density, etc.	N/A	ART 4-C-5, DM35, Navy Family Housing Design Manual
7. Bedroom mix: required numbers of 2, 3, or 4-bedroom units	N/A	ARTs 4.C.5.b.(2), 4.C.5.b.(2)(c), & Encl. (14)

NOTES:

1. PP determines operational alternatives	Planning and Programming Manual M16010.1 (series)
2. Proposal must be submitted at least five years prior to the relevant budget year	
3. Expert guidance is available from COMDT (G-WPM-4) and (G-SEC) as well as MLC(s)	

Enc 15

<http://www.whitehouse.gov/OMB/circulars/a045/a045.html>

FIRE PROTECTION SYSTEMS EVALUATION

	SCORE
1. DISTANCE FROM HOUSING UNIT TO THE NEAREST FIRE STATION. (Source: Insurance Services Office, Commercial Risk Services (ISO/CRS))	_____
a. 2 miles or less----- 10 points b. 2 to 5 miles (See Note 1)----- 5 points c. Greater than 5 miles (See note 1) ----- 0 points	
2. SMOKE DETECTORS. (U.L. or Factory Mutual Approved) (Source: COMDTINST 11101.13, NFPA 101)	_____
a. Hard-wired Installed----- 7 points b. Battery Installed ----- 3 points c. Not Installed ----- 0 points	
3. SPRINKLER SYSTEM. (Source: MIL-HND-BOOK 1008)	_____
a. Installed w/appropriate total waterflow demand. ----- 15 points b. Not Installed ----- 0 points	
4. FIRE EXTINGUISHERS. (Source: NFPA 101)	_____
a. Provided. Mounting, inspections, and training are provided and documented. ----- 5 points b. Not provided. ----- 0 points	
5. TYPE OF DWELLING. (Source: NFPA 101)	_____
a. One or two family dwelling----- 5 points b. Apartment style (multiple family) two stories or less ----- 2 points c. Apartment style three stories or more ----- 0 points	
6. COMPOSITION OF STRUCTURE. (Source: ISO/CRS)	_____
a. Masonry, brick, or concrete----- 5 points b. Wood or framed construction----- 1 point	
7. MEANS OF EGRESS. (Source: HUD 4900.1)	_____
a. The unit has <u>ALL</u> of the below listed means of egress ----- 5 points b. The unit does <u>NOT</u> have <u>ALL</u> of the means of egress ----- 0 points (1) The unit must have at least one side-hinged EXIT door. (2) All sleeping rooms must have at least one operable (from inside) window or door for emergency egress to the OUTSIDE. If a window is used for egress to the outside, it MUST: * Have a sill HEIGHT of LESS than 44 inches above the floor. * Have a MINIMUM clear opening HEIGHT of 24 inches. * Have a MINIMUM clear opening WIDTH of 20 inches. * Have a MINIMUM net clear opening GREATER than 5.7 sq.ft. NOTE: Multi-family dwellings in excess of two stories above ground level may not use bedroom windows as an acceptable means of egress unless safe escape to a protected area can be accomplished from those windows.	

FIRST PAGE SUB-TOTAL:

FIRE PROTECTION SYSTEMS EVALUATION (con't)

	SCORE
<u>TOTAL FROM FIRST PAGE:</u>	
8. TOTAL UNDER ROOF FLOOR AREA BETWEEN FIREWALLS. (Source: ISO/CRS)	
a. Less than 2000 sq.ft. floor area ----- 3 points	
b. More than 2000 sq.ft. floor area ----- 0 points	
9. FIRE HYDRANTS. (Source: MIL-HND-BOOK 1008)	
a. Can be reached by less than 350 feet of hose lay ----- 5 points	
b. Cannot be reached by less than 350 feet of hose lay ----- 0 points	
10. FIRE FIGHTING WATER SUPPLY. (Source: MIL-HND-BOOK 1008, COMDTINST 11300.2)	
a. Consist of one of the following ----- 5 points	
b. Consists of none of the following ----- 0 points	
(1) Public water system.	
(2) Elevated tanks or reservoirs.	
(3) Multiple pumps w/adequate suction supply.	
<u>GRAND TOTAL:</u>	

NOTES:

Ten points may be earned if the following conditions are met. The Safety and Occupational Health Manual, Vol. 1, COMDTINST M5100.29, Chap. 5, and the Water Supply and Waste Water Disposal Manual, COMDTINST 11300.2, Chap. B-5 apply).

1. Commanding Officers provide an organized Fire Protection Force (FPF) from assigned personnel and in accordance with local directives.
 - a. The FPF must receive adequate training for types of fires they would likely encounter.
 - b. The FPF must be suitably equipped to provide emergency evacuation services for housing occupants and must, at a minimum, be capable of providing 500 gallons of fire fighting water per minute for a period of one-hour.
 - c. The FPF must be capable of arriving on scene and applying fire fighting or rescue measures in a timely manner, e.g. 10 minutes, 24 hours a day.
2. Five points are earned if all the above conditions are met yet, less than 500 gallons but more than 250 gallons of fire fighting water per minute can be supplied for a period of less than one-hour.
3. These measures are designed to provide evacuation assistance to occupants and fire fighting First Aid to help contain damage while awaiting arrival of a local fire department more suitably equipped. These standards are in no way meant to diminish standards set by local authorities. Where local standards are more stringent the local standards take precedence.

Signature

Date

Distribution

1. For housing units scoring 32 points or more, and for housing units scoring less than 32 points but corrective action brought the score up to 32 points or more, file original in housing unit maintenance record.
2. For housing units scoring less than 32 points and corrective action not feasible with local resources, submit original with Shore Facility Maintenance Record, CG-Form 4094, in accordance with Civil Engineering Manual, COMDTINST M11000.11 (series), identifying required corrective action; copy to MLC (kse) and appropriate Area Housing Authority.

STATUS OF HOUSING AVAILABILITY			
1. FROM: Family Housing Office		2. TO: Applicant's Name (Last, First, MI)	
a. Installation Name		3. YOUR APPLICATION FOR MILITARY FAMILY HOUSING WILL BE EFFECTIVE (Day, Mo, Yr, Hour)	
b. Phone (DSN) (Commercial)			
4. YOU ARE ADVISED THAT: a. You can expect military family housing to be available			
(1) Immediately upon your arrival		(3) Within 12 months of your arrival	
(2) Within approximately 30 days of your arrival		(4) After 12 months or more, or not at all	
4b. Considering the availability of family housing you should make alternative housing arrangements that will be		(1) Temp	
		(2) Semi-Perm	
		(3) Permanent	
c. Comments			
5. HOUSING AVAILABILITY IN THE COMMUNITY IS: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Limited			
6. YOU MUST CONTACT THE FAMILY HOUSING OFFICE (housing referral) UPON ARRIVAL BEFORE YOU MAKE HOUSING ARRANGEMENTS, AND TO BE INFORMED OF ANY CHANGES TO THE ABOVE.			
7. SIGNATURE (Family Housing Office Representative)		8. DATE (Day, Month, Year)	

DD Form 1747, SEP 93 (EG)

Previous editions are obsolete.

Designed using Perform Pro, WHS/DIOR, Oct 94

Permanent Party UPH Occupancy Report

for the Month of _____. Building Name or Number: _____. Year Built: _____.

[illegible]

of UPLH units _____

(See notes on reverse)

Occupancy = Total bed days assigned _____ divided by total bed days available _____ = TOTAL OCCUPANCY RATE OF ____%.

DEPT. OF TRANSP., USCG, CG-5660 (6-99)

Locally Reproduced

Permanent Party Notes:

Room # = Self-explanatory

Bed # = Identifies several beds (A, B, C) within a room

Room Type = " "NR " - Non-rate
 "PO" - Petty Officer
 "CPO" - Chief Petty Officer
 "O" - Officer
 "SE" - PCS Student Enlisted/Cadet/OCS/Recruit
 "SO" - PCS Student Officer
 "TD" - Temporary Diversion

Room SqFt = Net square footage of berthing space.

Occupancy formula:

 Total bed days assigned = total number of days all beds
 were assigned during the month (excluding TD periods)
 Total bed days available = total number of beds
 multiplied by days of month minus number of days of
 TD

Transient UPH Occupancy Report

for the Month of _____. Building Name or Number: _____. Year Built: _____.

[illegible]

(See notes on reverse)

Occupancy = Total bed days assigned _____ divided by total bed days available _____ = TOTAL OCCUPANCY RATE OF _____%.

DEPT. OF TRANSP., USCG, CG-5661 (6-99)

Locally Reproduced

Total bed days available = total number of beds
multiplied by days of month minus number of days of
TD

Appendix A

Acronym/Abbreviation List

Acronym	Description
AHA	Area Housing authority
AHO	Area Housing officer
AOR	Area of Responsibility
BAH	Basic Allowance for Housing
CEU	Civil Engineering Units
COE	U.S. Army Corps of Engineers
CONUS	Continental U.S.
COTR	Contracting Officer Technical Representative
CRO	Civil Rights Officer
DOD	Department of Defense
EAPC	Employee Assistance Program Coordinator
EHH	Environmental health Hazards
FAR	Federal Acquisitions Regulations
FHA	Federal Housing Administration
FLH	Family Leased housing
FOH	Family Owned Housing
FPA	Family Programs Administrator
FRV	Fair Rental Value
HAA	Housing Assistance Administration
HAP	Homeowners' Assistance Program
HHG	Household Goods
HMIS	Housing Management Information System
HR	Housing Representative
HUTYPE	Housing Unit Type
IBUDS	Integrated Budge Support
INCONUS	Within the continental U.S.
ISC	Integrated Support Command
ISSA	Inter-Service Support Agreement
LHA	Local Housing Authority
LHO	Local Housing officer
MIPR	Military Interdepartmental Purchase Request
MHA	Military Housing Areas
MLC	Maintenance and Logistics Command
MOU	Memorandum of Understanding
NAF	Non-appropriated Funds

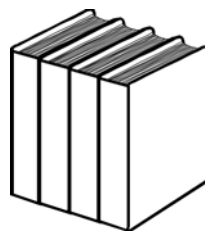
Acronym (continued)

Description (continued)

NMHC	National Median Housing Cost
OHA	Overseas household allowance
OMB	Office of Management and Budget
OOP	Out of Pocket
OUTCONUS	Outside the Continental U.S.
PAA	Pay Adjustment Authorization
PCS	Permanent Change of Station
PDR	Personnel Data Record
PDS	Permanent Duty Station
PERSRU	Personnel Reporting Unit
PPC	Pay and Personnel Center
RCP	Resource Change Proposal
SFCAM	Shore Facilities Capital Asset Management
SFRL	Shore Station Maintenance Report
SSMR	Shore Facilities Requirement List
TAD	Temporary Additional Duty
TAM	Transportation Acquisition Manual
TDY	Temporary Dty
TEMDUINS	Temporary Duty under Instruction
THA	Total Housing Allowances
THC	Total Housing Cost
TLA	Temporary Lodging Allowance
UA	Unauthorized Absence
UCMJ	Uniform Code of Military Justice
UPH	Unaccompanied Personnel Housing
UPLH	Unaccompanied Personnel Leased Housing
VA	Veterans' Affairs

Appendix B

Glossary



Definitions

Acceptable Housing List	Housing official maintain a current listing of rental housing units and trailer facilities within a commuting distance of 1 hour during peak commuting hours from the duty station, and are available on an equal opportunity basis to members of the Coast Guard without regard to race, creed, color, age, handicap, or national origin.
Acquisition	In Housing, acquisition is used to explain the acquiring of housing by construction, purchase, or transfer.
Adequacy of Housing (Adequate Quarters)	Term used to determine if housing is considered satisfactory to acquire, transfer or lease. The Coast Guard measures adequacy by standards of adequacy: size; commuting time; affordability etc.
Administrative Cost Ceiling	The dollar limit set by the Commandant as the maximum amount which may be expended on individual leased quarters during any month, including the cost of utilities.
Affordability	An adequacy standard which considers the member's income based on regular military compensation and housing allowances, affordability is the cost of shelter, including rent or mortgage payment and all utilities except telephone.
Area Housing Authorities (AHA)	Area Housing Authorities are designated by Commandant (G-P) manage and are responsible for family and unaccompanied housing within their geographic boundaries, including HQ, Area and MLC Commands but excepting housing managed by another AHA.
Area Housing Officer (AHO)	The person assigned to a district/Headquarters unit staff for housing administration duties.
Assignment	An action taken in writing to confer on an individual the right to occupy a specific housing unit.

Definitions

Assignment Priority	The Commandant's designated ranking of individuals used to ensure UPH occupancy requirements.
Authorized Certifying Officer (ACO)	An official designated by Commandant (G-P) responsible for the certification/correctness of documents relating to expenditures of public funds.
Average Cost	The total cost of operating all leased quarters (rent and utilities) divided by the total number of leased units during any given month; this may not exceed the average cost limitation set by the Commandant.
Average Cost Limitation	The figure set by Commandant (G-HPW-1), and where appropriate, an AHA, which may not be exceeded by the average cost of all leases under the cognizance of an AHA or Local Housing Authority (LHA) for a given period of time.
Basic Allowance for Housing (BAH)	The law provides that when public quarters are not provided, service personnel will be paid BAH a monetary allowance in lieu of quarters in kind not being assigned to a member, if applicable.
Building Petty Officer (BPO)	Host Commander's representative, directly responsible to the UPH Manager for supervision and management of UPH.
Civil Rights Officer (CRO)	Local and District housing officers inform the civil rights officer (CRO) at their receptive levels of incidents pertaining to housing discrimination.
Civilian Employees	Coast Guard civilian employees paid from appropriated or nonappropriated funds.
Commanding Officer	The commanding officer of the unit where the member is permanently stationed.
Command Quarters	Quarters specifically designated by Commandant (G-P) for occupancy by commanding officers (O-6) of major shore installations who have significant official entertainment requirements. That is, he/she is required to frequently accommodate or entertain important visitors as part of his/her official duties.

Continued on next page

Definitions, Continued

Community Housing	Adequate privately owned housing located within acceptable commuting distance of the member's duty station and available for nonrestrictive occupancy by military personnel.
Commuting Time	An adequacy standard that defines a reasonable commuting distance, generally, a travel time of not more than 2 hours per round trip by automobile or public transportation.
Continental United States (CONUS)	The 48 contiguous states and the District of Columbia.
Cost, Repair or Cleaning	Equals the actual charge to repair or clean, but not more than the item's depreciated replacement cost.
Cost, Replacement	For replacement, cost equals the present price of the same or a similar item minus depreciation based on the damaged item's age.
Damage	A decrease in an item's value not attributable to age or normal wear and tear constitutes damage. Damage is also any change to an item which makes it more costly or more difficult to maintain the quarters, or any unusual change to an item's appearance which in the inspector's opinion requires correction.
Designation of Family Quarters	Family units classified according to intended occupancy by the various categories of military members and civilian employees based primarily on the square footage of the living space.
Dislocation Allowance (DLA)	A partial reimbursement to a member, with or without dependents, for expenses incurred in relocating the member's household upon permanent change of station. DLA is equal to two months' BAH at the rate set for a member's grade and dependency status. DLA may be authorized when a member is not assigned to permanent Government quarters. See JFTR, Chapter 5, Part G.

Continued on next page

Definitions, Continued

Diversion (Permanent)	When authorized by Commandant (G-P), use of family housing space or facilities for other purposes, including reclassification of real property. Permanent diversion results in removal of affected units from the housing inventory.
Diversion (Temporary)	When authorized by the cognizant AHA, temporary use of family housing space or facilities for other purposes, for periods not exceeding 60 days, with definite plans for such space or facilities to revert to family housing use.
DoD/Other Federal Agency Housing	Housing controlled by the DoD or other Federal agencies and is secured for use by Coast Guard under an Inter-Service Support Agreement (ISSA).
Effective Date of Assignment	The actual date of acceptance or occupancy to Government-controlled housing. It may be considered the date member previously advised the Housing Officer he/she wishes to occupy Government-owned or Government-leased housing on the original application.
Eligibility (Leased Housing)	AHAs determine housing costs (rent + utilities except telephone) for 1, 2, 3, and 4-bedroom leases in each leasing area. These figures will be compared to each pay grade's total housing allowance (BAH + OHA) + 15% NMHC) to determine eligibility.
Enlisted Personnel	Members in pay grades E-1 through E-9.
Equipment	Major household appliances listed in <i>Chapter 12, Furnishings & Equipment</i> .
Excess Housing	Quarters not needed to meet the immediate requirements of eligible personnel assigned to a particular installation or area.
Exemption (Blanket) & (Individual)	A waiver of one or more particular provisions of the leased housing policy, usually affecting eligibility criteria outlined in <i>Chapter 4, Eligibility</i> .

Continued on next page

Definitions, Continued

Family Housing	Housekeeping-type living accommodations owned or controlled by the Coast Guard and assigned to military or civilian personnel with dependents.
Family Leased Housing (FLH)	Leased Housing Program which applies to members who are accompanied with dependents.
Flag Quarters	Quarters designated by the Commandant (G-P) for occupancy by officers of flag rank.
Furnishings	Includes furniture and miscellaneous items. The term "furnishings" does not include such household items as radios, audio equipment, televisions, VCRs, vacuum cleaners, bed linens, table linens, cutlery, silverware, dishes and kitchen utensils, except for use in special command positions.
Government-owned Housing	Housing acquired through purchase, construction, or transfer, when proven more cost effective than leasing and conforms to adequacy criteria; Authorized by Congress in annual budget appropriations.
Government Quarters	Government-owned or Government-controlled (lease or contract) quarters.
Gross Housing Requirements	Acquisition requirements for specific units or areas are computed based on the percentage of members with dependents by pay grade on both a quantitative basis (total eligible personnel appearing on the current or projected allowance list) and a qualitative basis (number of bedrooms required).
Gross Negligence	The absence of even slight care, showing complete indifference to the consequences of the act or omission.
Guest	A guest is anyone the member or the member's dependent allows to enter the quarters. It does not include Coast Guard personnel or contractors of the Coast Guard who enter the quarters on official business.

Continued on next page

Definitions, Continued

Hardship	Unique or unusual circumstance which, in the host commander's judgment, imposes an extraordinary burden on a member not normally encountered by other unit members of similar grade.
Host Commander	The commanding officer responsible for UPH management and assignment of all personnel within a one hour one way commute to the UPH attached to their physical plant.
Housing Asset	<i>To Be Developed</i>
Housing Representative	The Housing Representative coordinates the housing program in the assigned area of responsibility under the direction of the commanding officer of the unit to which he/she is assigned. The Housing Representative is a military or civilian individual authorized to a command in support of housing activities and may be filled by collateral personnel. The Housing Representative coordinates the housing program in the assigned area of responsibility under the direction of the commanding officer of the unit to which he/she is assigned.
Inadequate (Substandard) Public Quarters.	Quarters so designated by the Secretary in accordance with <i>14 U.S.C. 475.(b)</i> Examples of such conditions include accelerated deterioration resulting from age/or deferred maintenance, effects of disaster, objectionable industrial and ground or air traffic noise, air pollution endangering occupants' health and safety, contaminated water supplies, and, in the case of newly acquired housing, the need for preliminary repairs and improvements.
Inadequate Quarters	Quarters that do not meet minimum adequacy standards and adequate minimum health and safety standards as specified by the applicable District/MLC Staff, i.e., rodent infestations, chemical hazards, or poor air or water quality.
Initial Outfitting	Authorized items of furnishings and/or equipment procured for inclusion in newly constructed or acquired housing.
Inspections "for cause"	The LHA may inspect assigned quarters for due cause to ensure safety, health, and welfare.

Continued on next page

Definitions, Continued

Inspector or Inspecting Officer	The inspecting officer finds and documents the existence of damage and assigns the damage a dollar value. The inspecting officer shall document damages and give opinions specifying whether the damage was caused by the member's abuse or negligence, but shall not decide whether the member is liable for the damage.
Installation	In housing, the term installation refers to provision of utility connections for the equipment item, but may include placement of the equipment when in the best interest of the Government to ensure proper placement or minimize damage to the quarters. Equipment is considered to be installed when space, utilities connections, and any required venting have been provided.
Inter-Service Support Agreement (ISSA)	Agreement entered into between Coast Guard and another agency of Federal or state Government for specific purpose or service.
Involuntary Geographic Bachelor	Permanent party personnel with dependents under PCS orders ashore, not entitled to travel of dependents and transportation of household goods to the area of the new Permanent Duty Station, including personnel assigned unaccompanied tours.
Junior Officers	Pay grades W-1 through O-3.
Key and Essential Personnel	Personnel so designated by AHAs whose residence on station is operationally necessary.
Lease Allocation	The recommended number of leases an AHA is expected to maintain based on the maximum funding level and the average cost limitation. AHAs may exceed the recommended number of leases but may not exceed the maximum funding level or the average cost limitation for their area.
Leased Quarters	A privately owned dwelling (single house or part of a multiple-unit building) leased by the Coast Guard for use as public quarters.

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Definitions, Continued

Leasing Area	Geographical area in which the Commandant has authorized the Leased Housing Program.
The Leased Housing Program	The Leased Housing Program is utilized in areas where adequate private community support and Government-owned housing facilities housing is unavailable. Leased housing is a privilege provided to Coast Guard members in areas where members are unable to afford adequate housing. The leased housing program offers landlords the possibility of renting property to the Federal Government on an annual renewal basis consistent with current local housing market costs.
Limitation of Liability	A member will be held fully responsible for all damage caused by the occupant's abuse or negligence, without limitation of the member's liability. This does not prevent a settlement authority from waiving or compromising a claim against the member, if warranted.
Local Housing Authority (LHA)	The field unit commander designated by the Area Housing Authority (AHA), is responsible for managing the housing program in the area of jurisdiction determined by the AHA.
Local Housing Officer	The Local Housing Officer (LHO) is directly responsible to the Local Housing Authority (LHA) for the on-site management of the housing program including, but are not limited to, providing housing referral services and supervising Coast Guard-owned and Coast Guard-leased housing in the unit's inventory. surrounding grounds and common facilities of family and unaccompanied housing.
Maximum Funding Level	The total of funds available to each AHA for leases throughout the fiscal year. This level must not be exceeded without the authorization of Commandant (G-HPW).
Member	The person to whom quarters are assigned, without regard to military status.
Member with Dependents Voluntarily Unaccompanied	(Formerly "Voluntary Geographic Bachelor") Unaccompanied personnel in the United States and Puerto Rico entitled to travel of dependents and transportation of household goods.

Definitions, Continued

Military Housing Areas (MHA)	There currently are over 400 separate Variable Housing Allowance rate areas known as Military Housing Areas (MHA).
National Median Housing Cost (NMHC)	Annual Variable Housing Allowance Survey results are used to determine a National Median Housing Cost (NMHC) for each pay grade and dependency status. The NMHC is calculated based upon rental housing costs of military members surveyed nationwide. Separate NMHCs are determined for each pay grade, at with-dependents and without-dependents rates.
Negligence	Negligence is the failure to exercise the degree of care that a person of ordinary prudence would exercise in a similar situation. Negligence is attributable to the member if damage was caused by the member, dependent, pet, or any guest of the member or his or her dependents. Negligence can be a failure to act as well as an act of conscience. For example, a small plumbing leak results from normal wear and tear, and the member knows of it but fails to report or fix it. This omission by the member may cause serious water damage to the quarters after several days and is considered negligence.
Net Housing Requirements	The net housing requirement is defined as the net deficit, i.e., the housing need not met. The net housing requirement is determined by deducting from the gross housing requirement.
Object Class	<i>To Be Developed</i>
Occupant	The person(s) assigned by the Coast Guard to Coast Guard-leased quarters who consequently forfeits all Government housing allowances.
Officers	Commissioned Officers (W-1 through O-10).
Operational Necessity	Operational considerations, as defined in the unit's operating plan, which require an individual to live in Government quarters for mission accomplishment. These operational considerations are essential duties/contingencies that cannot be scheduled for normal duty hours and are above the abilities of unit watchstanders to complete.

Definitions, Continued

Out-of-pocket Expense	Each member's total housing allowance attempts to cover 85 percent of the NMHC. The law intends an "out-of-pocket" absorption between 15 and 21.5 of the NMHC.
Overseas	All areas outside the continental limits of the United States, including Alaska and Hawaii.
Overseas Housing Allowance (OHA)	OHA Housing allowances are provided overseas. Variable Housing Allowance is used in Alaska and Hawaii).
Partial BAH	A monetary allowance for members without dependents who are provided Government housing (single type) and those on sea duty. Personnel occupying Unaccompanied Personnel Leased Housing or Unaccompanied Personnel Leased Housing are not eligible for partial BAH.
Permanent Party Quarters	Quarters designated for use by unaccompanied permanent party personnel.
Physically Vacated	The member has departed the housing unit, all the member's household goods have been removed from the unit, and keys to the housing unit have been returned to the Local Housing Officer.
Private Community Support	The primary source of Coast Guard housing. It is adequate, privately owned housing, available for nonrestrictive occupancy in communities within acceptable commuting distance of Coast Guard operating units. Each member shall retain freedom of choice in the selection of private accommodations.
Public Quarters	Married officers quarters, married enlisted quarters, barracks, bachelor officers' quarters, and any other type of living accommodations owned or leased by the Coast Guard and provided to military personnel in lieu of an allowance for quarters.

Continued on next page

Definitions, Continued

Quarters	Quarters include Government-owned family and unaccompanied personnel housing, and Government-leased family and unaccompanied personnel housing (ashore and afloat).
Quarters for the Physically Challenged	Designated quarters which are accessible or capable of being made accessible to members with physically challenged dependents.
Replacement	Substitution of new or serviceable items gained from procurement or transfer for economically unreparable authorized items of furnishings and equipment in the inventory.
Reserve Quarters	Quarters used for drilling reservists required to remain on board or residing beyond one hour travel time from the unit. Qualified augmenting reservists will use watchstander quarters. Reserve quarters will only be designated when transient quarters are unavailable for reserve use.
Sanctioned Housing List	A list that Housing officials maintain liaison with DoD Housing Referral Officers to ensure an up-to-date listings of houses and/or apartments against which sanctions have been imposed.
Senior Officers	Pay Grades O-4 through O-6.
Settlement Authority	An officer to whom the authority to compromise, waive, or terminate collection of a claim has been delegated by appropriate authority. See <i>Chapter 5, Claims and Litigation Manual, COMDTINST M5890.9</i> . Consult the local legal office to identify the responsible settlement authority.
Size	An adequacy standard that relates to number of bedrooms and net floor area per dwelling, considering the number, age, and sex of children, and the member's pay grade.

Continued on next page

Definitions, Continued

Special Command Position	A position designated by the Secretary of Transportation for which the incumbent is a flag officer and in which public-relations responsibilities require the incumbent to represent the interests of the United States in official entertainment activities involving foreign or U.S. dignitaries of high governmental or military rank, or members of the business, labor, industrial, scientific, or academic communities.
Student Quarters	Quarters used by personnel attending a training course or school in a PCS status, i.e., 20 weeks or more; or TAD status, i.e., less than 20 weeks.
Total Housing Allowances	By law, a military member's total housing allowance consists of Basic Allowance for Quarters (BAH), Variable Housing Allowance, and an expense absorbed by the member which is intended to equal 15 percent of the National Median Housing Cost (NMHC).
Transit Quarters	Quarters used by TAD personnel assigned to the unit or a tenant unit.
Unaccompanied Personnel Afloat Leased Housing (UPALH)	Leased Housing Program which applies to military personnel who are on sea duty or duty at remote offshore Coast Guard stations who do not have any dependents.
Unaccompanied Personnel Housing (UPH)	All Government-owned quarters used for berthing unaccompanied permanent party personnel; drilling reserve, transient, watchstander, and student personnel.
Unaccompanied Leased Personnel Housing (UPLH)	Leased Housing Program which applies to personnel assigned ashore who do not have dependents.
Vacancy Loss	The period during which housing remains vacant on change of occupancy. Unoccupied active housing represents a loss to the Government, as other housing alternatives are funded through BAH or ISSA payments.

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Definitions, Continued

**Voluntary
Geographic
Bachelor**

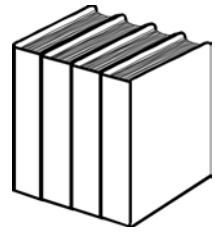
Military personnel without dependents entitled to BAH at the "without-dependents" rate, if adequate Government quarters are not available. Also, member married to member with no other dependents within the local commuting area.

**Watchstanding
Quarters**

Quarters used for duty personnel.

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